

State of Colorado FISCAL RULES

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Department of Personnel & Administration

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The purpose, statutory authority, definitions, applicability, responsibility and administrative hardship that are contained on page vi of these rules are applicable to each of the State Fiscal Rules and should be attached to any rule that is separated from the State of Colorado Fiscal Rules.

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PURPOSE

The purpose of these fiscal rules is to set forth policies for state agencies and institutions of higher education and institutions of higher education concerning internal controls, accounting policies, and financial reporting for the State of Colorado.

STATUTORY AUTHORITY

Colorado Revised Statutes created the State Controller's Office. Part 2, Title 24, Article 30, C.R.S. lists the powers and duties of the State Controller and is incorporated as a reference into each of these state fiscal rules.

DEFINITIONS

The following definitions are incorporated into each of these state fiscal rules:

State agency or institution of higher education - A department, division, section, unit, commission, board, bureau, college, university, or institution in Colorado state government created by law, executive order, or any other authority.

State Financial System - The official financial system for the State of Colorado as prescribed by the State Controller.

APPLICABILITY

These fiscal rules are applicable to all state agencies and institutions of higher education, to all employees of the state, and to all funds in the executive branch of state government.

RESPONSIBILITY

It is the responsibility of the chief executive officer of each state agency or institution of higher education or institution of higher education to ensure compliance with these fiscal rules.

ADMINISTRATIVE HARDSHIP

Should any of these fiscal rules create undue administrative or financial hardship on a state agency or institution of higher education or institution of higher education, a written request for exemption and/or alternative policy may be submitted by the state agency or institution of higher education or institution of higher education's chief fiscal officer to the State Controller with notification to the state agency or institution of higher education or institution of higher education's chief executive officer.

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Rule 1-1

ACCOUNTING PRINCIPLES AND STANDARDS

AUTHORITY:

24-17-102(1), C.R.S.(Internal Controls)
24-17-103, C.R.S. (Annual Internal Control Report)

RULE:

The accounting principles of the state shall be based on generally accepted accounting principles (GAAP) as adopted by the Governmental Accounting Standards Board (GASB). In addition, all applicable statutory provisions shall be met.

When a conflict between statutory provisions and generally accepted accounting principles exists, generally accepted accounting principles take precedence in financial reporting.

When it is necessary to report compliance of financial transactions with statutory requirements, supplemental schedules may be used. Preparation of separate statutory based reports may also be necessary.

The chief executive officer and chief fiscal officer of each state agency or institution of higher education shall annually certify to the State Controller as to the adequacy of its systems of internal accounting and administrative controls. The certification form, content and due date shall be determined by the State Controller.

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Rule 1-2

USE OF THE STATE FINANCIAL SYSTEM

AUTHORITY:

24-30-202 (12), C.R.S.

RULE:

All state agencies and institutions of higher education are required to use the state financial system to record their financial transactions and financial information, develop their financial reports and prepare their financial statements.

The state financial system is composed of various systems and sub-systems in the Colorado Financial Reporting System and the state payroll system.

EXCEPTIONS TO RULE:

An exemption is granted by the State Controller to the governing boards and institutions of higher education to transmit summary financial information to the state financial system. This exemption is granted only to those governing boards and institutions of higher education that have an internal accounting system and an electronic interface that have been approved by the State Controller. The electronic interface shall provide timely updates to the state financial system as directed by the State Controller. The governing boards and institutions of higher education are also exempt from the requirement to use the state payroll system.

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Rule 1-3

ACCESS TO THE STATE FINANCIAL SYSTEM

AUTHORITY:

2-3-107, C.R.S. (State Auditor)
2-3-203(1), C.R.S. (Joint Budget Committee)
24-30-202(11), C.R.S. (State Controller Authority)

RULE:

The State Controller is the official custodian of the financial portion of the database included within the state's financial system. The official custodian prescribes the rules and regulations with reference to query, use, or inspection of the financial records.

The State Controller, as official custodian of the financial portion of the state financial system database, shall approve access and resolve all disputes regarding access to financial information contained in the database.

Each state agency or institution of higher education is delegated custodial authority for its portion of the financial database on the state financial system.

Electronic Read Only (Query) Access to the State Financial System Data Base

State financial system records contain both public and confidential information; therefore access to financial data contained on the state financial system shall not be granted to anyone for general perusal of a state agency or institution of higher education's financial records.

Specific request for query access to the financial database of the state financial system shall state what information is requested and when the information is desired. The state agency or institution of higher custodian shall have the discretion of requiring that the request for financial information be in writing.

.01 Query access by a citizen or private entity:

Information requested by a citizen or entity other than a state agency or institution of higher education shall be furnished in a timely manner, as provided by statute. The information shall be provided in the form of a copy or printout, or a computer tape or disc. Actual costs,

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not to exceed the statutory maximum, may be charged by the state agency or institution of higher education for providing the information requested.

.02 Query access to a state agency or institution of higher education's own financial database:

Each state agency or institution of higher education shall be given query access to its portion of the financial database on the state financial system. Each state agency or institution of higher education shall be given query access to the centrally controlled tables maintained on the state financial system.

.03 Query access to another state agency or institution of higher education's financial database:

When a state agency or institution of higher education desires information from another state agency or institution of higher education, the state agency or institution of higher education making the request shall obtain approval from the chief executive officer of the state agency or institution of higher education possessing the information. Once approval has been granted, the information shall be furnished in a timely manner, as provided by statute. No charge shall be made for the information provided. Disputes shall be referred to the State Controller.

.04 Query access to multiple state agencies and institutions of higher education's financial databases:

All requests for financial information concerning multiple state agencies and/or institutions of higher education shall be referred to the State Controller. The State Controller shall have query access to all state agencies and institutions of higher education's financial databases and shall respond to all requests for information requiring multiple accesses.

The State Controller shall notify each state agency or institution of higher education of the request for information and furnish each state agency or institution of higher education a copy of the information provided, as necessary.

.05 Query access by the Office of the State Auditor:

The Office of the State Auditor shall have query access to the financial databases of all state agencies and institutions of higher education on the state financial system.

.06 Query access by the Office of State Planning and Budgeting:

Unless otherwise provided by agreement, the Office of State Planning and Budgeting shall have query access to the financial databases of all state agencies and institutions of higher education on the state financial system only for the purpose of carrying out its statutory responsibilities.

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.07 Query access by the legislative Joint Budget Committee:

Unless otherwise provided by agreement, the legislative Joint Budget Committee shall have query access to the financial databases of all state agencies and institutions of higher education on the state financial system only for the purpose of carrying out its statutory responsibilities.

.08 Query access by the state Department of Treasury:

Unless otherwise provided by agreement, the Department of Treasury shall have query access to the state financial system for the purpose of carrying out its statutory responsibilities.

.09 Query access by the Colorado Commission on Higher Education

The Colorado Commission on Higher Education shall have query access to all financial data contained on the state financial system for all institutions, agencies, and boards within the Department of Higher Education.

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Rule 1-4

AUTOMATED INTERFACES WITH THE STATE FINANCIAL SYSTEM

AUTHORITY:

24-30-202 (12), C.R.S.

RULE:

Only electronic interfaces approved by the State Controller shall be allowed to feed data into the state financial system

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Rule 1-5

STATE FINANCIAL SYSTEM SECURITY

AUTHORITY:

24-30-201 (1)(f), C.R.S.

RULE:

The State Controller is responsible for the overall security of the state financial system. The State Controller may delegate security responsibility to state agencies and institutions of higher education for their portion of the financial database on the state financial system.

If it is determined that a state agency or institution of higher education is not complying with the responsibilities delegated to its state financial system security administrator, the State Controller may withdraw the delegation and assume responsibility of the state financial system security administration for that state agency or institution of higher education.

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Rule 1-6

STATE AGENCY OR INSTITUTION OF HIGHER EDUCATION ACCOUNTING SYSTEMS

AUTHORITY:

24-30-202 (12), C.R.S.

DEFINITIONS:

Financial System - All data processing software systems applied to general ledgers and subsidiary ledgers, debt collection, accounts payable, accounts receivable, cost distribution, fixed assets, inventory, payroll, purchasing, and time collection.

RULE:

All financial systems that are used to record state financial information and transactions, or develop financial reports and prepare financial statements for the state shall be approved by the State Controller.

State agencies and institutions of higher education shall strive to improve their efficiency in the collection, maintenance, and reporting of financial information throughout state government. To achieve this goal, state agencies and institutions of higher education shall use the state financial system, unless exempted by the State Controller. Redundancies between state agency or institution of higher education financial systems and the state financial system should be eliminated in order to prevent duplication in the development of financial systems, to improve the compatibility of financial systems, to facilitate inter-system communications and to timely access information, and to improve the efficiency of the collection, maintenance, and reporting of financial information throughout state government.

To accomplish the desired objectives, the State Controller:

- .01 Shall approve the development or acquisition of new or replacement financial systems based upon:
 - a. The compatibility of the proposed financial system with the state financial system or with other approved state agency or institution of higher education financial systems.
 - b. The uniformity of accounting procedures, account structures, object, revenue, and other classifying code definitions.
 - c. The potential benefit and use by other state agencies and institutions of higher education with similar needs.

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- .02 May require a state agency or institution of higher education to exclusively use the state financial system.

If the state financial system cannot meet the needs of a state agency or institution of higher education, the chief fiscal officer of the state agency or institution of higher education shall notify the State Controller.

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Rule 1-7

DELEGATED SIGNATURE AUTHORITY OF THE STATE CONTROLLER

AUTHORITY:

24-30-202 (1), (2), (3), and (4) C.R.S.

RULE:

State agencies and institutions of higher education shall, upon request of the State Controller, identify and submit a listing of persons authorized to sign or approve specific documents for the State Controller. Such listing shall contain the name, and manual signature of those persons delegated signature authority and be approved by the chief executive officer of the state agency or institution of higher education. Any change to the approved listing must be submitted to the State Controller.

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Rule 1-8

PREAUDIT RESPONSIBILITY FOR ACCOUNTING DOCUMENTS AND FINANCIAL TRANSACTIONS

AUTHORITY:

24-30-201 (1)(h), C.R.S.

DEFINITIONS:

Preaudit - A review for compliance with applicable statutes, fiscal rules, and other regulations, and an adherence to accepted business practices.

RULE:

All accounting documents and financial transactions shall be subjected to a preaudit prior to recording the documents on the state financial system or on an approved state agency or institution of higher education accounting system, and prior to making payment. State agencies and institutions of higher education shall implement internal accounting and administrative controls that reasonably ensure that financial transactions are accurate, reliable, and conform to state fiscal rules. The factors of risk, cost, and business requirements shall be considered when establishing these internal controls.

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Rule 1-9

REPORTING THEFT OR EMBEZZLEMENT

AUTHORITY:

18-8-407, C.R.S. (Embezzlement of Public Property)

RULE:

Any suspected theft or embezzlement of state funds or assets should be immediately reported to the chief executive officer, or delegate, and the chief financial officer of the state agency or institution of higher education and appropriate action taken. A theft or embezzlement of state funds or assets totaling \$5,000 or more per incident shall be reported in writing to the State Controller. Also, the results of any investigation or follow-up including corrective measures implemented to prevent or reduce the likelihood of future occurrences must be reported in writing to the State Controller in a timely manner.

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Rule 1-10

ACCOUNTABILITY AND CAPITALIZATION OF EQUIPMENT

AUTHORITY:

24-30-201 (1)(k), C.R.S.

DEFINITIONS:

Equipment - Tangible personal property that has a useful life of more than one year and an acquisition cost of more than \$5,000, which is not a permanent part of a building and does not lose its identity through incorporation into a more complex unit.

RULE:

Each state agency or institution of higher education is responsible for ensuring that all equipment acquired by the state is properly accounted for when acquired, inventoried and safeguarded throughout its useful life, and properly accounted for at the time of disposal.

Tangible personal property purchased by the state shall be either capitalized or expensed in the fiscal year in which it was acquired. Equipment purchased by the state shall be capitalized. For control purposes a state agency or institution of higher education may select a minimum acquisition cost or useful life that is less than the stated criteria for capitalization.

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CHAPTER 2: DISBURSEMENT

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Rule 2-1

PROPRIETY OF EXPENDITURES

AUTHORITY:

24-30-202 (2) and (5)(a), C.R.S.

RULE:

All expenditures by state agencies and institutions of higher education shall meet the following standards of propriety:

- .01 Are for official state business purposes only.
- .02 Are reasonable and necessary under the circumstances.

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Rule 2-2

COMMITMENT VOUCHERS

AUTHORITY:

24-30-202 (1) and (3), C.R.S. (State Controller Authority)

DEFINITIONS:

Commitment Voucher - A purchase order, a state contract, an approved travel authorization, an advice of employment, or any other document appropriate to the transaction prescribed by the State Controller, which provides support that an obligation of the state is being charged to the appropriate account and purchasing requirements have been satisfied. Commitment vouchers also include by way of illustration: grant contracts, license agreements, parking license agreements, and any other contract involving the payment of state funds.

Vendor Agreement - A form provided by a vendor containing contractual terms and conditions relating to the goods and/or services to be provided.

Encumbrance - An amount reserved on the state financial system or an approved state agency or institution of higher education accounting system to meet a formal obligation of the state, which should precede the recording of the expenditure and the actual disbursement of funds.

RULE:

No disbursement of funds shall be made by any state agency or institution of higher education unless it is supported by a commitment voucher. The following commitment vouchers are provided for by statute and shall be used as support for the indicated disbursements: A state contract shall be used as defined below. Purchase orders shall be used as defined below. Advices of employment are to be used to pay the salaries of state employees. Travel authorizations and travel expense reports are to be used for any travel, lodging, or meal expenses incurred by state employees while in travel status.

All purchase orders and contracts required to be written in accordance with this Fiscal Rule 2-2 shall be encumbered. Agreements between state agencies and institutions of higher education that are charged to a special line item appropriation dedicated to that commitment need not be encumbered.

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Contracts shall be used as commitment vouchers when purchasing or leasing goods and services as required by fiscal rule 3-1. If a contract is not required, a purchase order shall be used as a commitment voucher to support disbursement of funds for goods or services costing more than \$5,000 except that purchase orders need not be written for the following disbursements:

- ♦ Payroll related disbursements (withholding, authorized benefits, etc.).
- ♦ Disbursements for financial aid or tuition assistance programs.
- ♦ Disbursements for usual water, gas, electric, and customary local and long-distance telephone service including pagers and cell phones.
- ♦ Disbursements for dues, membership fees, subscriptions, and conference registration fees.
- ♦ Disbursements for postal and other delivery charges including messenger fees.
- ♦ Disbursements for routine internal services provided by a state agency or institution of higher education (e.g., printing services and materials ordered from the Division of Central Services, Capitol Complex lease payments, or legal services provided to state agencies and institutions of higher education by the Department of Law.).
- ♦ Disbursements for intra-agency or intra-institution purchases.
- ♦ Payments from a state program to individuals qualified for those program benefits.
- ♦ Payments calculated by a state agency or institution of higher education for obligations to be paid as required by a program within that state agency or institution of higher education. (e.g., formula distributions, other distributions required by regulatory or statutory formulas.)
- ♦ Payments made by a state agency or institution of higher education to reimburse state employees for moving expenses.
- ♦ Disbursements for rental agreements on copiers where the payment is based on cost per copy.
- ♦ Other disbursements as approved in writing by the State Controller.

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A state agency or institution of higher education may establish more restrictive thresholds for requiring purchase orders and contracts if they believe it is in the best interest of the state.

The following commitment vouchers, as are appropriate to the transaction, are authorized by the State Controller and shall be used as support for state agency or institution of higher education obligations that are not required to be supported by a state contract, purchase order, advice of employment, or a travel authorization or expense form: Invoice, billing, receipt, statement, court order or other written authorization for disbursement that describes goods or services being purchased or other reason for the disbursement and the amount to be paid.

Emergencies

For purposes of this rule, an “emergency” is a situation that creates an immediate threat to public health, welfare, or safety, the functioning of state government, or preservation or protection of property. There is insufficient time to obtain a written waiver of the requirements for issuance of a commitment voucher pursuant to this fiscal rule before acquiring required goods or services to respond to the emergency.

In an emergency, the head of an agency or institution, or his/her designee, may acquire goods and services necessary to respond to an emergency without execution of a state contract or purchase order, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. Disbursement may be made upon receipt of invoices, receipts, or other statements describing goods or services being purchased and the amount to be paid. Commitment vouchers shall be executed as soon as possible to define future performance obligations where required by the fiscal rules. As soon as practicable, and in no event later than the end of the next business day, a written report of the circumstances and the nature and value of the commitments shall be made to the chief financial officer of the agency and institution and to the State Controller.

Vendor Agreements

A vendor agreement shall not be executed in lieu of a purchase order or state contract, where one is required, but may be included as an attachment to the state commitment voucher.

Chief fiscal officers or procurement directors may authorize individuals to execute vendor agreements up to \$5,000, when there is no requirement that a state contract be executed for the purchase of the goods or services and all of the following conditions apply.

- a. All terms and conditions in the vendor agreement have been reviewed by, authorized by, and the agreement signed by the agency’s chief financial officer (or an authorized agency official, purchasing agent or State Controller contract signatory).

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b. All terms and conditions that put the state at risk of paying more than the agreed price for the goods or services have been deleted from the agreement, except that the agreement may specify reasonable cancellation provisions or other commercially reasonable terms defining liquidated damages, rights, or obligations because of breach of the agreement.

c. All terms requiring that the state indemnify or hold harmless the vendor are deleted from the agreement.

d. All terms and conditions in the agreement limiting the liability of the vendor are deleted from the agreement. State agencies and institutions of higher education may agree to commercially reasonable limitation of liability/remedies provisions, or exclusion of consequential damages, so long as in the case of transactions in goods involving tangible risk from the nature of the goods, and in the case of all services, limitations of liabilities or exclusion of consequential damages exclude from their provisions damages and claims arising out of bodily injury (including death) and damage to tangible property.

e. All charges including taxes and incidentals are stated in the agreement.

f. Provisions providing for other than “Colorado” choice of law and venue shall require prior approval by the Attorney General or designated reviewing Assistant or Special Assistant Attorney General.

g. All amendments, changes, and deletions shall be in writing and approved by an authorized state official.

h. The agreement is complete and contains all attachments and schedules, which may be relevant to the agreement.

On-line Vendor Agreements

The same authority that is required for state contracts and other commitment vouchers is required to enter into on-line vendor agreements including software licenses that are subject to these rules. Unless the terms of an on-line vendor agreement are consistent with the requirements of this rule, state agencies and institutions of higher education shall not enter into an on-line vendor agreement, prior to it being reviewed for legal sufficiency by the Attorney General or designated reviewing Assistant or Special Assistant Attorney General. Only the State Controller or delegate shall approve on-line vendor agreements.

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State Purchase Orders

When a purchase order is issued by a state agency or institution of higher education as required by this Rule 2-2, additions or changes to the approved, standard terms of the purchase order (see Appendix A to this chapter) shall be made consistent with the preceding and following rules. Changes to the standard terms of the purchase order may be approved by a procurement officer or delegate in fully delegated agencies or by the State Purchasing Office for partially delegated agencies.

a. No changes to the clauses governing Changes, Vendor Offset, Assignment and Successor, Independent Contractor, or Funds Availability may be made without State Controller approval;

b. No changes to the Indemnification, Choice of Law, and Non-discrimination provisions may be made without legal review and written approval by the Attorney General or designated reviewing Assistant or Special Assistant Attorney General.

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Rule 2-3

RECEIVING REPORTS

AUTHORITY:

24-30-202, C.R.S. (State Controller Authority)

RULE:

Receiving reports, or other sufficient documentation, shall be prepared for all goods and services received, showing actual quantities, any unsatisfactory condition, and compliance with specifications, prior to processing a voucher for payment.

EXCEPTIONS TO RULE:

- .01 A receiving report need not be prepared for personal service expenditures.
- .02 When an adequate system of internal accounting and administrative controls exists to provide sufficient verification that goods or services were received, a state agency or institution of higher education may not require a certified receiving report.

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Rule 2-4

PURCHASE DISCOUNTS

AUTHORITY:

24-30-202, C.R.S. (State Controller Authority)

RULE:

Payments shall be processed in a timely manner and made within the allowable discount period to ensure the state takes advantage of purchase discounts.

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Rule 2-5

INTEREST PAYMENT ON DELINQUENT PAYABLES

AUTHORITY:

24-30-202(24), C.R.S. (State Controller Authority)

DEFINITIONS:

Payable - A payable is a liability incurred by the state. A liability shall arise upon receipt of supplies and services and a correct notice of the amount due. A liability shall not arise if a good faith dispute exists as to the state agency or institution of higher education's obligation to pay all or a portion of the liability.

Delinquent - A payable is delinquent if a disbursement is not made within forty-five days after a liability arises, unless the time of payment has been otherwise provided in the contract or purchase order. A payable being disputed by a vendor or state agency shall become delinquent if a disbursement is not made within forty-five days after resolution of the dispute.

RULE:

State agencies and institutions of higher education shall process invoices and other notices of liability as efficiently as possible in order to ensure payment in accordance with contractual or invoice terms, and in the absence of such terms, as soon as possible, or in accordance with statutory provisions. A delinquent payable shall be assessed interest at 1% per month as required by 24-30-202(24), C.R.S.

All written contracts and purchase orders shall provide for a reasonable time of payment considering the nature of the goods or services provided and review and approval required for payment. If no time for payment has been provided for in writing, interest on the unpaid balance shall be calculated beginning with the forty-sixth day after the liability for such payment arises under this Fiscal Rule. Interest shall be assessed at 1% per month or as stated in the contract or purchase order and, if higher, approved by the agency controller.

Payment of the interest liability incurred under this fiscal rule shall be processed on a separate voucher. The voucher shall be supported by a written claim, prepared by the state agency or institution of higher education or the vendor, referencing the delinquent payment, the number of days of interest to be paid, and the applicable interest rate. Such claims may be modified by the state agency or institution of higher education to adjust payments to include such items as additional interest due for time required to process interest payments.

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Rule 2-6

INTERAGENCY PURCHASES AND PAYMENTS

AUTHORITY:

24-30-202, C.R.S. (State Controller Authority)

RULE:

A state agency or institution of higher education shall make payment for purchases of goods and services from another state agency or institution of higher education within 30 days after receipt of a valid invoice. Where possible or practical payments shall be made by an interagency document in lieu of a state warrant.

Disputes Arising from Interagency Purchases

If a dispute arises as a result of an interagency purchase, the following steps will be used to resolve the dispute:

- .01 The state agency or institution of higher education disputing the charge shall notify the state agency or institution of higher education providing the goods or services and attempt to resolve the dispute. If necessary, the chief executive officer of these agencies involved shall assist in the resolution.
- .02 If the state agencies and/or institutions of higher education involved cannot reach a satisfactory resolution, the state agency or institution of higher education disputing the charge shall, within 30 days of the date of the last meeting held to resolve the dispute, petition the State Controller to resolve the dispute.
- .03 If the State Controller is petitioned to resolve the dispute, the decision of the State Controller will be rendered within a reasonable time and be final and binding on all parties concerned.

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Rule 2-7

OFFICIAL FUNCTIONS AND TRAINING FUNCTIONS

AUTHORITY:

24-30-202, C.R.S. (State Controller Authority)

DEFINITIONS:

Official Function - A meeting, conference, meal, or other function that is hosted by the chief executive officer, or representative, of a state agency or institution of higher education, attended by guests and/or state employees, and held for official state business purposes.

Training Function - A meeting, conference, or other function which is hosted by a state agency or institution of higher education, attended by customers of the state and/or state employees, and held to enhance staff knowledge or to educate customers of the state or state employees, that are affected by the state agency or institution of higher education's operations or regulations. Training functions should have a written agenda, study materials, and be led by an identified presenter.

RULE:

Official functions and training functions shall be held to achieve program objectives and shall be limited to reasonable and actual costs. The attendance of state employees at official functions shall be kept to a minimum and shall include only those individuals directly related to the purpose of the function. Expenditures shall be kept to a minimum as they have the potential of being perceived to be for personal benefit and an abuse of public funds. Expenditures incurred for official functions shall be approved by the chief executive officer or by a representative of the state agency or institution of higher education that has been delegated authority by the chief executive officer.

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Rule 2-8

MISCELLANEOUS COMPENSATION AND OTHER BENEFITS (PERQUISITES)

AUTHORITY:

24-2-103, C.R.S. (Compensation for State Employees)
24-30-202 (22), C.R.S. (State Controller Authority)

DEFINITIONS:

Benefits - Any pecuniary or material advantage provided by the state to a state employee other than salary, leave, incentives, awards, retirement benefits, insurance benefits, and travel and non-travel related reimbursements. Incentive awards, salary increases, fringe benefits established pursuant to CRS 24-50-104(8) and (9) are not considered benefits under this Fiscal Rule.

Economic Rent Study - A study conducted by a state agency or institution of higher education to determine the rent to be charged for a state-owned house or dwelling. The purpose of the study is to determine the rental rate the house or dwelling would command if available on the open market.

Limitations Placed on Employees - Limitations placed on a state employee as a condition of employment may include that the employee is required to live in the state facility, that the employee is required to be available twenty-four hours a day to perform the assigned duties, or that the employee is required to live in close proximity to the state facility in order to provide protection or discourage trespassers from entering the property.

Location of Work Place - The location of the work place assigned may vary from a metropolitan area where housing is readily available to a remote area that is difficult to reach and has no housing other than state furnished housing available.

RULE:

An employee of the state shall not receive any type of benefit by virtue of their position unless such benefit is provided by state statutes or state fiscal rule. An employee shall not have the authority to grant any perquisites, nor shall any employee receive any perquisite except as provided by state statute or state fiscal rule. Monetary allowances shall not be given to employees in lieu of benefits, except as provided by statute or approved by the State Controller. Where state statutes provide allowances for maintenance and ordinary expenses incurred in the performance of duty, it is the responsibility of the chief executive officer of the state agency or institution of higher education to establish specific expenses that are covered by the allowance so that the same expenses are not also directly reimbursed.

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Miscellaneous Compensation

.01 Honorariums

State officials and employees may be asked to address an audience for which they receive an honorarium. If such speaking engagements occur outside normal working hours, or their normal work load, or while on annual leave, and there is no cost to the state for travel expenses, the official or employee may retain the honorarium. However, if the engagement occurs during normal working hours, or within their normal workload, as any other duty, the honorarium is to be turned over to the state. Any travel expenses related to the engagement would then be valid expenses for reimbursement by the state.

Other Benefits (Perquisites)

.01 Clean air transit benefit for state employees:

To promote the state's mission of mitigating traffic congestion and creating clean air solutions, and to help equalize benefits for those state employees that do not receive free parking, the executive director of a state department, or the president or chancellor of an institution or campus of an institution of the Department of Higher Education (referred to as a state agency or institution of higher education for this rule) may offer a clean air transit benefit to their employees. If offered by a state agency or institution of higher education, the benefit shall be offered on an equal basis to all permanent full-time employees within the geographic area served by the mass transit provider and also, if deemed appropriate by such state agency or institution of higher education, may be offered on a equal basis to all part-time employees within the same geographic area. Further, where a state agency or institution of higher education has employees in different locations, the benefit shall be offered based upon the applicable price structure of the mass transit provider for each of those specific locations. The clean air transit benefit may be the total cost of using mass transit or a portion of the total cost.

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Prior to offering the benefit, the state agency or institution of higher education shall develop an implementation plan. The plan shall contain the number of employees expected to receive the benefit, the estimated cost, if any, to be paid by the employee, and the estimated fiscal impact on the state agency or institution of higher education. Any contract between the state agency or institution of higher education and the mass transit provider shall be approved by the State Controller.

Each state agency or institution of higher education providing the clean air transit benefit for their employees shall maintain records showing the actual number of employees receiving the benefit, the actual cost, if any, paid by the employee and the cost to the state agency or institution of higher education for providing the benefit.

.02 Events sponsored by state agencies and institutions of higher education:

A reasonable discount may be offered by a state agency or institution of higher education to officials and employees to improve attendance or participation in State sponsored events. Examples included discounts on admission to athletic games and cultural, educational, recreational, or other events.

Such discounts shall generally be offered on a first-come, first-served basis, except that a state agency or institution of higher education may reserve a specified and reasonable number of admissions to particular events to be distributed on a targeted basis for the purpose of public relations or alumni relations, or for the purpose of student or employee recruitment. The chief executive officer of the state agency or institution of higher education or a delegate shall approve in writing all plans for discounted admissions.

.03 Meals

Meals prepared at state dining facilities are primarily for the benefit of the students, patients, or inmates housed at these facilities. However, meals may be provided to state employees working at these facilities and guests visiting these facilities. When a meal is provided to state employees or guests, the amount charged for the meal shall be established to at least recover the full cost of the meal. If an employee is required to eat at a state facility, the amount charged for the meal should be 50% of the full cost of the meal as determined above.

The amount charged for the meals provided shall be approved annually by the chief executive officer of the state agency or institution of higher education. The chief executive officer, or a delegate, may establish separate meal rates for each facility or a single rate for all their facilities. Adequate documentation shall be maintained to substantiate the cost charged for the meals provided.

.04 Instructional courses and job related training

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Job related and career enhancement courses may be provided to state employees at no cost or at a reduced cost as authorized by their state agency or institution of higher education. Written approval shall be obtained by the state employee from the chief executive officer, or a delegate, of the state agency or institution of higher education providing this benefit prior to enrollment. Only courses that will benefit the state and enhance the employee's performance shall be approved.

.05 State owned housing provided to state employees:

A state agency or institution of higher education may provide housing for a state employee where state-owned facilities are available and it is in the best interest of the state. The rent charged shall be based on the economic rent determined by the state agency or institution of higher education and shall take into consideration any limitations placed on the employee as a condition of employment, location of the employee's work place, and other factors deemed appropriate by the state agency or institution of higher education.

An economic rent study shall be conducted prior to the house or dwelling being offered for rent to a state employee. A new economic rent study shall be conducted on or before July 1, every three years thereafter. The rent charged shall be reviewed and if necessary, adjusted on an annual basis. The rent charged for each house or dwelling shall be approved in writing on July 1 of each year by the chief executive officer or a delegate of the state agency or institution of higher education.

State agencies and institutions of higher education shall execute a rental agreement with the state employee and make payroll deductions for the rent. If the rented unit does not have separate utility meters, the state agency or institution of higher education shall also make payroll deductions for the estimated utility costs. The state agency or institution of higher education shall maintain adequate documentation to support the rent and utility costs assessed for each house or dwelling.

.06 Temporary housing provided to visitors and guests:

Where space is available, temporary housing may be provided to visitors and guests by a state agency or institution of higher education with the approval the chief executive officer, or a delegate. The charge for such accommodations shall be set at an amount which will at least recover all direct and indirect costs and be reasonable in comparison to the charge for similar housing, if such housing is available. The state agency or institution of higher education shall maintain adequate documentation to substantiate the cost charged for the housing provided.

.07 Uniforms and maintenance of uniforms:

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Uniforms required to be worn by state employees and the necessary maintenance of these uniforms may be provided to the employee by the state agency or institution of higher education at no charge, or at a reduced charge, or through a uniform allowance.

.08 Bookstore discounts:

Discounts not to exceed 10% of retail price may be authorized by each institution for its faculty members and employees for purchases at its bookstores.

EXCEPTIONS TO RULE:

- .01 The governing boards of institutions of higher education, consistent with policies developed by the Commission on Higher Education and approved by the State Controller, may provide housing or a housing allowance for the chief executive officer of a state college or university as part of his/her employment contract.
- .02 Self-liquidating facilities such as faculty apartments and student housing or trailer houses used as temporary housing at remote work place stations are exempted from this fiscal rule.
- .03 The governing boards of institutions and agencies of the Department of Higher Education, with prior approval by the State Controller and the Governor or delegate, may authorize a voluntary separation incentive plan for its employees who are exempt from the State Personnel System under Article XII, Section 13(2) of the Colorado Constitution and Section 24-50-135, C.R.S. Any such plan shall offer uniform and equitable incentives to all employees similarly situated in defined categories within the institution or agency for which the plan is proposed. All proposed separation incentives in the plan must be justified as reasonable and necessary expenditures

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Rule 2-9

MOVING AND RELOCATION

AUTHORITY:

24-50-134, C.R.S. (Moving and Relocation Expenses)

DEFINITIONS:

Household Effects - Household or personal effects such as furniture, clothing, musical instruments, household appliances, foods, and other items which are usual and necessary for the maintenance of a household.

Installation - Normal hookup of appliances to existing utilities. It does not include adding wiring, plumbing or vents.

APPLICABILITY:

This fiscal rule applies only to employees in the state personnel system.

RULE:

A state agency or institution of higher education shall not reimburse or pay moving expenses for a state employee when the move is made solely for personal reasons. Moving expenses shall be authorized by the chief executive officer, or a delegate, of a state agency or institution of higher education if the move of residence is occasioned by a change in assignment, a promotion, or for another reason related to the employees' duties. This rule does not apply to new hires.

Reimbursement for Moving Expenses and Allowances

.01 Moving of household effects - commercial mover:

State payment shall be allowed for the necessary expenses incurred for the packing, insurance, transportation, and storage in transit not to exceed thirty days, unpacking, and installation at the new location of an employee's household effects.

State payment shall not be made for moving household effects in excess of ten thousand pounds net weight for those with dependents and five thousand pounds net weight for those

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without dependents. Any expenses, including insurance for household effects exceeding the weight limitations shall be borne by the employee being moved. Claims shall be accompanied by at least two competitive bids and state payment shall be made at the rates proposed in the lowest responsible bid. If a move is billed at an hourly rate, the carrier shall weigh the items moved and this weight shall be used to apply the above weight limitations.

.02 Moving mobile homes and house trailers:

State payment shall be allowed for charges by commercial vendors for towing of mobile homes or house trailers containing the household effects of a state employee.

Towing charges may include such additional items as labor and incidental material charges for packing, tie down of household effects, removal and reattachment of skirts, and utility costs for disconnecting and reconnecting from existing utilities. It does not include the costs of concrete pads or additional labor or supplies to add or modify connections for plumbing or electrical service. Claims shall be accompanied by at least two competitive bids and state payments shall be made at the rates proposed in the lowest responsible bid.

.03 Employee moves household effects:

A state employee may prefer to move household effects by rental trailer or truck in lieu of using a commercial mover. Two responsible bids shall be required for reimbursement of the rental trailer or truck if the cost exceeds \$1,000.

If the employee chooses to move household effects and requests reimbursement for moving expenses from the state, two responsible bids shall be obtained from a commercial mover, prior to the move. The employee shall be reimbursed one-half of the lowest responsible bid for commercial moving not to exceed \$1,500 and be reimbursed for the rental trailer or truck at the lowest responsible bid if required. This provision may also apply in certain circumstances when the employee's mobile home or house trailer cannot be used to move household effects.

Mileage allowance for one personal automobile shall be authorized and reimbursed at the statutory rate.

An employee shall receive the per diem allowance up to a maximum of thirty days for necessary expenses incurred while locating permanent residence at the new location. The employee may exclude interruptions caused by sick leave, vacation, other authorized leave of absence, or ordered travel. Reimbursement shall not exceed the travel rates authorized by the fiscal rules.

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Per diem shall consist of lodging, meals, and other miscellaneous allowances as provided in these fiscal rules.

Any employee required to take another position within the state system and relocate due to the layoff process shall be allowed to claim reimbursement for moving expenses. Costs of the move shall be paid by the state agency or institution of higher education laying off the employee.

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Rule 2-10

PROCUREMENT CARD

RULE:

All state agencies and institutions of higher education eligible for the State of Colorado procurement card program should enter into an agreement with the State Procurement Card Program to participate. State agencies and institutions of higher education may not enroll in other credit or debit card program agreements for purchases covered by the procurement card program.

Procurement cards may be used to pay for services as well as goods. It is the responsibility of the controller at each state agency or institution of higher education using procurement cards for transactions that are 1099 reportable to have in place a methodology to identify this information.

If authorized by the controller of the state agency or institution of higher education, procurement cards may be used to pay invoices in excess of \$5,000. Use of the procurement card is not a substitute for a commitment voucher or encumbrance as required by Fiscal Rule 2-2.

Use of the procurement card does not eliminate the need for a preaudit, which should be completed when the disbursement is made to the bank or when distributions are made; whichever occurs first. The dispute mechanism should be used when charges from the bank are challenged. Each agency is responsible to have adequate internal controls for procurement card use and payment. In addition, the agency or institution of higher education is responsible for reconciling the disbursements made to the bank with the total of validated individual charges for the state agency or institution of higher education.

All incidents of suspected fraud and abuse of procurement cards should be reported in writing to the State Controller. This report should include results of any investigation or follow-up including corrective measures implemented to prevent or reduce the likelihood of future occurrences must be reported in writing to the State Controller in a timely manner. Any misuse of the procurement card must also be reported. Misuse is the improper or incorrect use of a state procurement card as determined by agency procurement program or other guidelines and state fiscal rules. Misuse may be either intentional or inadvertent and may not result in the cardholder receiving any pecuniary benefit. Misuse that is recurring or significant or in excess of \$500 should be reported.

Open charge accounts

State agencies or institutions of higher education participating in the procurement card program shall use the state procurement card for purchases at local vendors in lieu of open or other charge accounts. The state agency or institution of higher education's procurement card administrator and the controller or chief fiscal officer must approve exceptions to this requirement in advance. Open accounts should be close as soon as procurement cards are available to state agency or institution of higher education personnel.

PURCHASE ORDER TERMS AND CONDITIONS

1. **Offer/Acceptance.** If this purchase order refers to your bid or proposal, then this purchase order is an ACCEPTANCE of your OFFER TO SELL in accordance with the terms and conditions of the IFB/RFP, as stated in your bid. If no bid or proposal is referenced, the purchase order is an OFFER TO BUY, subject to your acceptance, which must be demonstrated by either your performance of the purchase order or by a formal acknowledgment in writing. Any COUNTER-OFFER TO SELL is automatically construed as a CANCELLATION of this purchase order unless a change order is issued accepting a counter-offer. In the event vendor form(s) or part(s) of forms are included in, or as an attachment to, any bid, proposal, offer, acknowledgment, or otherwise, vendor agrees that, in the event of inconsistencies or contradictions, the terms and conditions of the solicitation document and this purchase order shall supersede and control over those contained in the vendor's form(s) regardless of any statement to the contrary in a vendor form(s). Unless the purchasing agent specifically agrees in writing through overt reference or other express written indication of assent, terms and conditions on vendor forms regarding choice of law, venue, warranty disclaimer or exclusion, indemnification or limitation of liability shall be of no effect.

2. **Safety Information.** All chemicals, equipment and materials proposed and/or used in the performance of this purchase order must conform to the standards required by the William-Steiger Occupational Safety and Health Act of 1970. Bidders must furnish all Material Safety Data Sheets (MSDS) for any regulated chemicals, equipment or hazardous materials at the time of delivery.

3. **Changes.** The vendor agrees to furnish the products and/or services in strict accordance with the specifications, and at the price set forth for each item. Nothing in the purchase order may be added to, modified, superseded or otherwise altered except in writing signed by an authorized representative of the state agency purchasing office and acknowledged by the vendor. Each shipment received or service performed shall be only upon the terms contained in the purchase order, notwithstanding any terms that may be contained in any invoice or other act of vendor other than acknowledgment of a written change order to the purchase order.

4. **Delivery.** Unless otherwise specified, in the solicitation or in this order, delivery shall be F.O.B. destination. In its acceptance of any quotation offer, the state agency is relying on the promised delivery date, installation, or service performance as material and basic to its acceptance. In the event of vendor's failure to deliver or perform as and when promised, the state agency reserves the right to cancel its order, or any part thereof, without prejudice to its other rights, and vendor agrees that the state agency may return all or part of any shipment so made, and may charge vendor with any loss or expense sustained as a result of such failure to deliver or perform as promised. Time is of the essence.

5. **Rights In Data, Documents, and Computer Software or Other Intellectual Property (State Ownership).** Unless otherwise agreed in writing, any software, research, reports, studies, data, photographs, negatives or other documents, drawings or materials delivered by vendor in the performance of its obligations under this purchase order shall be the exclusive property of the State. The ownership rights described herein shall include, but not be limited to, the right to copy, publish, display, transfer, prepare derivative works, or otherwise use the works.

6. **Quality.** The State will be the sole judge in determining "equals" with regard to quality, price and performance. All products delivered shall be newly manufactured and of the manufacturer's current model, unless otherwise specified.

7. **Warranties.** All provisions and remedies of the Uniform Commercial Code relating to both implied and expressed warranties are herewith referred to and made a part of these Terms and Conditions and are in addition to any warranties stipulated in the specifications.

8. **Inspection and Acceptance.** Final acceptance is dependent upon completion of all applicable inspection procedures. Should the products or services fail to meet any inspection requirements the State may exercise all of its rights, including those provided in the Uniform Commercial Code. In the case of services, the State reserves the right to inspect services provided under this contract at all reasonable times and places. "Services" as used in this clause includes services performed or tangible material produced or delivered in the performance of services. If any of the services do not conform with purchase order requirements, the State may require the vendor to perform the services again in conformity with purchase order requirements, with no additional payment. When defects in the quality or quantity of service cannot be corrected by re-performance, the State may (1) require the vendor to take necessary action to ensure that the future performance conforms to purchase order requirements and (2) equitably reduce the payment due the vendor to reflect the reduced value of the services performed. These remedies in no way limit the remedies available to the State in the termination provisions of this purchase order, or remedies otherwise available at law.

9. **Cash Discount.** The cash discount period will start from date of receipt of acceptable invoice, or from date of receipt of acceptable products/services at the specified destination by an authorized agency representative, whichever is later.

10. **Taxes.** The state agency, as purchaser, is exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code [No. 84-730123K] and from all state and local government use taxes [C.R.S. 39- 26- 114(a) and 203, as amended]. Tax exempt numbers for the specific state agency may be found elsewhere in this document. Vendor is hereby notified that when materials are purchased for the benefit of the State, such exemptions apply except that in certain political subdivisions (for example - City of Denver) the vendor may be required to pay sales or use taxes even though the ultimate product or service is provided to the State. These sales or use taxes will not be reimbursed by the State.

11. **Prompt Payment.** State law and regulations provide that vendors will be paid within forty-five days after receipt of products or services and a correct notice of amount due, unless otherwise agreed to by contract or special conditions of the purchase order. A State liability not paid within forty-five days is considered delinquent and, unless otherwise agreed to, interest on the unpaid balance shall be paid beginning with the forty-sixth day at the rate of one percent per month on the unpaid balance until paid in full. A liability shall not arise if a good faith dispute exists as to the agency's obligation to pay all or a portion of the liability. Vendors shall invoice the State separately for interest on delinquent amounts due. The billing shall reference the delinquent payment, the number of days interest to be paid and the applicable interest rate. [Ref. Sec 24-30-202(24), C.R.S., as amended.]

12. **Vendor Offset.** Pursuant to CRS 24-30-202.4, as amended, the State Controller may withhold payment for debts owed to state agencies under the vendor offset intercept system for: (a) unpaid child support debt or child support arrearages; (b) unpaid balance of tax, accrued interest, or other charges specified in Article 21, Title 39, CRS; (c) unpaid loans due to the Student Loan Division of the Department of Higher Education; (d) owed amounts required to be paid to the unemployment compensation fund; and (e) other unpaid debts owing to the state or any agency thereof, the amount of which is found to be owing as a result of final agency determination or reduced to judgment as certified by the State Controller.

13. **Assignment and Successors; Antitrust Claims.** The vendor shall not assign rights or delegate duties under this purchase order, or subcontract any part of the performance required under the purchase order, without the express, written consent of the State, which shall not be unreasonably withheld. This purchase order shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. Assignment of accounts receivable may be made only with written notice furnished to the purchasing agency or institution.

14. **Indemnification.** In the event any article sold or delivered under this purchase order is covered by any patent, copyright, trademark, or application therefor, the vendor will indemnify and hold harmless the State of Colorado from any and all loss, liability, cost, expenses and legal fees incurred on account of any claims, legal actions, or judgments arising out of manufacture, sale or use of such article in violation, infringement or the like of rights under such patent, copyright, trademark or application. If this purchase order is for services, to the extent authorized by law, the vendor shall indemnify, save, and hold harmless the State, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the vendor, or its employees, agents, subcontractors or assignees arising out of or in connection with performance of services ordered by this purchase order.

15. **INDEPENDENT CONTRACTOR.** THE VENDOR SHALL PERFORM ITS DUTIES HEREUNDER AS AN INDEPENDENT CONTRACTOR AND NOT AS AN EMPLOYEE. NEITHER THE VENDOR NOR ANY AGENT OR EMPLOYEE OF THE VENDOR SHALL BE OR SHALL BE DEEMED TO BE AN AGENT OR EMPLOYEE OF THE STATE. VENDOR SHALL PAY WHEN DUE ALL REQUIRED EMPLOYMENT TAXES AND INCOME TAX WITHHOLDING INCLUDING ALL FEDERAL AND STATE INCOME TAX AND LOCAL HEAD TAX ON ANY MONIES PAID PURSUANT TO THIS CONTRACT. VENDOR ACKNOWLEDGES THAT THE VENDOR AND ITS EMPLOYEES ARE NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS THE VENDOR OR A THIRD PARTY PROVIDES SUCH COVERAGE AND THAT THE STATE DOES NOT PAY FOR OR OTHERWISE PROVIDE SUCH COVERAGE. VENDOR SHALL HAVE NO AUTHORIZATION EXPRESS OR IMPLIED TO BIND THE STATE TO ANY AGREEMENTS, LIABILITY, OR UNDERSTANDING EXCEPT AS EXPRESSLY SET FORTH HEREIN. VENDOR SHALL PROVIDE AND KEEP IN FORCE, WORKERS' COMPENSATION (AND SHOW PROOF OF SUCH INSURANCE UPON REQUEST) AND UNEMPLOYMENT COMPENSATION INSURANCE IN THE AMOUNTS REQUIRED BY LAW, AND SHALL BE SOLELY RESPONSIBLE FOR THE ACTS OF VENDOR, ITS EMPLOYEES, AND AGENTS.

16. **Communication.** All communications, including reports, notices, and advice of any nature, concerning administration of this purchase order, prepared by vendor for the state agency's use, must be furnished solely to the Purchasing Agent within the agency purchasing office.

17. **Compliance with Laws.** Vendor agrees to comply with all applicable federal and state laws, regulations and policies, as amended, including those regarding discrimination, unfair labor practices, anti-kick-back and collusion.

18. **Americans with Disabilities Act (ADA) Requirements.** If this solicitation contemplates the provision of state services to the public, the vendor shall, in addition to any other requirements under Title 11 of the Americans with Disabilities Act, comply with the Title 11 requirements of the Americans with Disabilities Act regarding the accessibility of the State's services and programs, as an explicit requirement. The vendor assures that, at all times during the performance of any resulting contract, no qualified individual with a disability shall, by reason of that disability, be excluded from participation in, or be denied benefits of, services, programs, or activities performed by the vendor for the benefit of the State.

19. **Insurance.** The vendor shall obtain, and maintain at all times during the term of this purchase order, insurance as specified in the solicitation or order, and shall provide proof of such coverage.

20. Termination For Default/Cause.

a. Except as otherwise agreed, the Uniform Commercial Code shall govern in the case of transactions in goods. In the case of services, if the vendor refuses or fails to timely perform any of the provisions of this purchase order, with such diligence as will ensure its completion within the time specified in this purchase order, the Purchasing Agent may notify the vendor in writing of the non-performance, and if not promptly corrected within the time specified, such officer may terminate the vendor's right to proceed with the purchase order or such part of the purchase order as to which there has been delay or a failure to properly perform. The vendor shall continue performance of the purchase order to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services elsewhere. Payment for completed services performed and accepted shall be at the purchase order price.

b. In the case of remedies exercised under this paragraph for services, or analogous remedies exercised under the Uniform Commercial Code for transactions in goods, the purchasing agency may withhold amounts due to the vendor as the Purchasing Agent deems to be necessary to reimburse the purchasing agency for the excess costs incurred in curing, completing or procuring similar goods and services.

c. In the case of either transactions in goods or services, the vendor shall not be in default by reason of any failure in performance of this purchase order in accordance with its terms if such failure arises out of acts of God; acts of the public enemy; acts of the State and any governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather.

d. If after rejection, revocation, or other termination of the vendor's right to proceed under the provisions of the Uniform Commercial Code (in the case of transactions in goods) or this clause (in the case of services), it is determined for any reason that the vendor was not in default under the provisions of this clause, or that the delay was excusable, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the termination for convenience clause.

21. Termination For Convenience.

a. Cancellation Prior to Contract Formation. When this purchase order is not accepted by written acknowledgment, this purchase order may be canceled by written or oral notice to the vendor prior to shipment of goods or beginning of performance of services.

b. Termination After Contract Formation. Unless otherwise agreed in writing, in addition to the rights and remedies governing transactions in goods in the Uniform Commercial Code, the Purchasing Agent may when the interests of the purchasing agency so require terminate this purchase order in whole or in part, for the convenience of the agency or institution. The Purchasing Agent shall give written notice of the termination to the vendor specifying the part of the purchase order terminated and when termination becomes effective. Upon receipt of the notice of termination, the vendor shall incur no further obligations except to the extent necessary to mitigate costs of performance. In the case of services or specially manufactured goods, the State shall pay reasonable settlement expenses, the contract price or rate for supplies and services delivered and accepted, the reasonable costs of performance on unaccepted supplies and services, and a reasonable profit for that unaccepted work, in accordance with the cost principles promulgated in accordance with section 24-107-101, Colorado Revised Statutes, as amended. In the case of existing goods, the State shall pay reasonable settlement expenses, the contract price for goods delivered and accepted, reasonable costs incurred in preparation for delivery of the undelivered goods, and a reasonable profit for that preparatory work. The amount of the termination liability under this paragraph shall not exceed the amount of the purchase order price plus a reasonable cost for settlement expenses. The vendor agrees to submit a termination proposal as well as reasonable supporting documentation, cost and pricing data, and a certification required by section 24-106-101, C.R.S., as amended, upon request of the Purchasing Agent.

22. **Purchase Order Approval.** This purchase order shall not be deemed valid unless it is executed by the Purchasing Agent for the purchasing state agency or institution. The State shall have no responsibility or liability for products or services delivered or performed prior to proper execution hereof.

23. **Fund Availability; Federal Funds Contingency.** Financial obligations of the State of Colorado payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. If this purchase order is funded in whole or in part with federal funds, this purchase order is subject to and contingent upon the continuing availability of federal funds for the purposes hereof. If this purchase order contemplates the purchase of goods to be delivered in a single installment, the State represents that it has set aside sufficient funds to make payment under this purchase order in accordance with its terms.

24. **Choice of Law.** This purchase order is made in the State of Colorado. The laws of the State of Colorado shall govern in connection with the formation, performance and the legal enforcement of this purchase order. Unless otherwise specified in the solicitation or this order, venue for any judicial action arising out of or in connection with this purchase order shall be in Denver, Colorado. Vendor shall exhaust administrative remedies in § 24-109-106, Colorado Revised Statutes, as amended, prior to commencing any judicial action against the State.

25. **Uniform Commercial Code.** All references in this purchase order to the Uniform Commercial Code shall mean the Uniform Commercial Code as adopted by the State of Colorado at Title 4, Colorado Revised Statutes, as amended.

26. **Non-discrimination.** The vendor agrees to comply with the letter and spirit of all applicable state and federal laws respecting discrimination and unfair employment practices.

STATE OF COLORADO FISCAL RULES

CHAPTER 3: CONTRACTS

FISCAL RULE

NUMBER

State Contracts

3-1

STATE OF COLORADO FISCAL RULES

Rule 3-1

STATE CONTRACTS

AUTHORITY:

Article V, Section 33, Constitution of Colorado
Article XII, Section 13 (2), Constitution of Colorado
Governor's Executive Order, signed October 1, 1977
Governor's Executive Order, signed April 7, 1978
2-2-320(2), C.R.S. (Attorney General Contract Approval)
24-30-903(d), C.R.S. (Telecommunications Contract Approval)
24-30-1104(1)(h), C.R.S. (Central Service Contract Approval)
24-30-1107, C.R.S. (Central Services Contracts)
24-30-1303(1)(a), C.R.S. (State Buildings Contract Approval)
24-31-101, C.R.S. (Attorney General - Legal Advisor)
24-30-202, C.R.S. (State Controller Authority)

DEFINITIONS:

Advance Payment - A payment that is made prior to the receipt of goods or services. The prohibition against advance payments does not apply to payments authorized by statute, or for licenses, subscriptions, maintenance agreements, and easements in perpetuity because the complete rights are transferred upon payment.

Commitment Voucher - A purchase order, a state contract, an approved travel authorization, an advice of employment, or any other document appropriate to the transaction, prescribed by the State Controller, which creates a financial obligation to the state that ultimately results in a disbursement of funds by the state.

Employee/Employer - A relationship of employer and employee exists when the person for whom services are performed has the right to control and direct the individual who performs the services, not only as to the result to be accomplished, but also the details and means by which that result is accomplished. It is not necessary that the employer actually direct or control the manner in which the services are performed, it is sufficient that the employer has the right to do so. The right to discharge is also an important factor, indicating that the person possessing that right is an employer. Other factors characteristic of an employer, but not necessarily present in every case, are the furnishing of tools and equipment, and a place to work to the individual who performs the services.

Independent Contractor - An independent contractor relationship exists when the firm or individual is responsible to the state for the results of certain work but is not subject to the state's control as to the means and methods of accomplishing those results. Further, an independent contractor generally:

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- A. Has a place of business and a business listing in a directory when the services are offered to the public.
- B. Selects the clients and is free to work for one or more during any given period of time.
- C. Determines the time and place where work shall be performed.
- D. Provides the tools and materials needed to perform the work.
- E. Does not participate directly or indirectly in benefit programs of the state. For example, the individual is not covered by the state for Worker's Compensation covering injury to the worker, for public liability covering injury to others, or for unemployment compensation.
- F. May agree to perform specific services for a fixed price and generally does not receive regular amounts at stated intervals.

Interagency Contracts - Formal legally binding agreements between two principal state agencies and/or institutions of higher education are state contracts as defined in this fiscal rule and shall be subject to the provisions and requirements of this fiscal rule.

Personal Service Contracts - Service or benefit purchased by the state where the state is to receive direct benefit. Individuals or firms performing these services are considered independent contractors and are not considered employees of the state.

State Contract - A formal legally binding agreement between two state agencies and/or institutions of higher education or one state agency or institution of higher education and another party or an amendment to such agreement, which ultimately results in the disbursement of funds. For the purpose of this fiscal rule, state contracts include, but are not limited to, outsource contracts, personal service contracts, purchased service contracts, and settlement agreements. State contracts, as used in this fiscal rule, do not include purchase orders.

Outsource Contracts - A formal legally binding agreement between a state agency or institution of higher education and another party or an amendment to such agreement whereby the state agency or institution of higher education agrees to allow the contracting party to perform a function, normally performed by the state agency or institution of higher education. Outsource contracts usually do not require a disbursement of state funds. An example of an outsource contract is a state agency or institution of higher education contracting with another party to issue a state license. State contracts that divert revenues due the state are not considered outsource contracts and are subject to State Controller approval.

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Purchased Service Contracts - Service or benefit purchased by the state for a third party. An example is medical services received by a third party through a state contract between a medical care provider and the Department of Health Care Policy and Financing. Individuals or firms performing these services are considered independent contractors and are not considered employees of the state.

Purchase Order - A document prepared and signed by an authorized employee of a state agency or institution of higher education for the purpose of encumbering funds and securing goods or services from a vendor. For the purpose of this fiscal rule, a purchase order is not considered a state contract.

Settlement Agreements - Formal legally binding state contracts between two or more parties for the purpose of ratifying decisions reached concerning employment or contractual disputes.

RULE:

Each state agency or institution of higher education is responsible for assuring that the state contracts they initiate are within the intent of the appropriation and that the state contract is necessary and is the most economical and efficient means for accomplishing the identified tasks.

Each state agency or institution of higher education is responsible for assuring that all constitutional and statutory requirements have been met prior to signing a state contract.

Accepted business practices generally do not allow for any advance payments of financial obligations. State contracts and other commitment vouchers shall not provide for advance payment for goods and or services, unless it is an established industry standard or unless the advance payment provides a benefit to the state equal to the cost and risk of the payment. Any advance payment made pursuant to the terms of a state contract requires the written approval of the State Controller, or a delegate, authorized by the State Controller to approve advance payments.

Use of State Contracts

A State agency or institution of higher education shall negotiate and process a state contract when:

- .01 Acquiring personal services costing over \$50,000, including maintenance and service agreements.
- .02 Leasing or entering into a license involving payment by the State for the use of land, buildings, or other office or meeting space when the term is for more than thirty days.
- .03 Acquiring architectural services, engineering services, land surveying, industrial hygienist services, and landscape architectural services.

STATE OF COLORADO FISCAL RULES

- .04 Expending capital construction, controlled maintenance, and/or emergency maintenance project funds in excess of \$50,000, except as otherwise provided in Fiscal Rule 4-1. Purchases of fixed equipment that do not require installation services may be purchased with a state purchase order.
- .05 Protecting the interest of the state may only be accomplished by using a state contract because other commitment vouchers are not considered sufficient to adequately protect the state. When questions arise in this area the State Controller's office or the Attorney General's office should be contacted for assistance.

State Contract Form and Provisions

- .01 State contract form
 - A. All state contracts, including leases, shall be prepared on standard letter size paper, 8 1/2" X 11".
 - B. All state contracts shall be in a form approved by the State Controller.
 - C. All state leases and licenses of real property shall be in a form approved by the State Controller. All state leases and licenses shall contain both the State Controller's approval condition (Special Provision Number 1) and the funds availability clause (Special Provision Number 2) found in Appendix A to this chapter of the state fiscal rules. All state leases shall contain clauses specifying cancellation requirements where the premises are destroyed by fire and/or where the premises are subject to eminent domain.
- .02 State contract provisions
 - A. All state contracts, except leases and interagency agreements, shall contain the applicable Special Provisions found in Appendix A or Appendix B to this chapter of the state fiscal rules.
 - B. All State contracts for purchased services or those state contracts where a maximum contract amount cannot be readily determined, shall contain the following provisions:

"Payment pursuant to this Contract shall be made as earned, in whole or in part, from available State funds in an amount not to exceed \$ _____ for the purchase of _____."

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Multiple fiscal year contracts shall also contain the following provision:

It is further understood and agreed that the maximum amount of State funds available for fiscal year _____ for the purchase of _____ is \$ _____. The liability of the State, at any time, for such payments shall be limited to the unexpended amount remaining of such funds."

In addition, state agencies and institutions of higher education using this provision shall also request an encumbrance waiver from the State Controller.

- C. All state contracts involving federal funds shall include the following provision:

"This Contract is subject to and contingent upon the continuing availability of Federal funds for the purposes hereof."

- D. All state contracts for the lease, easement, right-of-way or disposal of state property located in a flood plain to any non-state, public or private party, shall reference in the conveyance: those uses that are restricted under identified federal, state or local flood plain regulations; those appropriate restrictions to the use of properties by the grantee or purchaser and any successors, except where prohibited by law; or withhold such properties from conveyance.
- E. All state contracts shall contain a specific termination date, an event from which such date may be determined, or a provision for termination when determined by the state to be in its best interest.

State Contract Approvals

The chief executive officer, or a delegate, of a state agency or institution of higher education shall sign all state contracts on behalf of the state agency or institution of higher education.

It shall be the responsibility of the contracting state agency or institution of higher education to obtain all required approvals. Approvals of certain state agencies and institutions of higher education are required by statute, executive order, or fiscal rule depending on the subject matter of the state contract. Proof of all required signatures indicating the approval of state agencies and institutions of higher education shall be retained by the contracting state agency or institution of higher education. State contracts requiring approvals include:

- .01 Service contracts require the approval of the State Personnel Director.
- .02 Construction contracts and controlled maintenance contracts require the approval of the State Buildings Director, or a delegate, unless otherwise exempted by statute.

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- .03 Real property contracts, including leases, easements, and rights of way contracts, require the approval of the Director of the Real Estate Program or a delegate, unless otherwise exempted by statute. Excluded from this requirement are those real properties administered by the State Board of Land Commissioners and the Department of Transportation.
- .04 Communication system contracts involving telephone, radio, microwave, tele-type, closed circuit television, automated data processing communications systems require the approval of the State Communications Coordinator, or a delegate.
- .05 Legal and paralegal service contracts require the approval of the Attorney General's Office.
- .06 Centralized service contracts require the approval of the Director of the Division of Central Services, or a delegate, for all state agencies within the counties of Adams, Arapahoe, and Jefferson and the city and county of Denver. Examples include state contracts for the acquisition of the following: motor pool operation, motor vehicle maintenance, mail or messenger services, office copying, graphic design for print media, printing and binding, microfilming, or design of management forms.
- .07 Debt collection service contracts require the approval of the State Controller, or a delegate.
- .08 State agency or institution of higher education financial systems used to record their financial transactions and financial information and to develop their financial reports and prepare their financial statements shall be approved by the State Controller, or a delegate.

All state contracts shall be executed by the State Controller or by an individual delegated to execute state contracts by the State Controller. If an attempt is made to execute a State Contract without the approval of the State Controller, or a delegate, the state contract shall be null and void and not binding against the state. However, every person involved in incurring the obligation shall be jointly and severally liable for the obligation.

State Contract Legal Review

All state contracts shall be reviewed by the Attorney General's office except for interagency contracts and those state contracts for which the State Controller has designated in writing an attorney, employed by the state agency or institution of higher education and authorized by the State Attorney General, to perform the required legal review. If the state agency or institution of higher education's legal review raises a question concerning the legality of the state contract, the question shall be referred to the Attorney General's Office.

Review by the Attorney General's Office or an attorney delegated by the State Controller shall include the following:

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- .01 Compliance with the Colorado Constitution, state statutes, regulations, and executive orders.
- .02 Authority of the contracting state agency or institution of higher education.

The Attorney General review may also include:

- .03 Risk analysis, including appropriate terms and conditions.
- .04 Conformity between the RFP or IFB and final contract, as appropriate.
- .05 Vendor compliance with all preconditions to the contract, as appropriate.

If during the course of the legal review a question should arise as to state contract language that cannot be resolved, it shall be referred to the State Controller together with a memorandum detailing the unresolved issue for resolution. A copy of the memorandum shall also be sent to the principal contracting state agency or institution of higher education.

Outsource contracts shall be reviewed by the state Attorney General, or a delegate, but need not be signed and executed by the State Controller, or a delegate, unless the state contract requires an expenditure of state funds or the Attorney General identifies an issue concerning the expenditure or potential expenditure of state funds.

Review and Approval by the State Controller

Upon receipt of a state contract, the State Controller, or a delegate, shall review the state contract for completeness and ensure that funds are available to cover the state contract liability.

Upon approval, the state contract shall be executed by affixing the signature of the State Controller, or a delegate.

Under certain circumstances the State Controller may delegate in writing authority to execute state contracts. Delegation of the State Controller's signature authority does not eliminate the requirement that all state contracts have a legal review or exempt any state agency or institution of higher education from securing the required state contract approvals, as provided in the state contracts approval section of this fiscal rule.

Interagency Contracts

Interagency contracts require approval of the State Controller, or a delegate, unless the state agency or institution of higher education disbursing the funds has been delegated State Contract signature authority by the State Controller. Interagency contracts shall, at a minimum, include the following provisions:

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- .01 Identification of parties to the state contract;
- .02 Appropriation authority, including fund, state agency or institution of higher education, appropriation code, and encumbrance number;
- .03 Scope of work;
- .04 Statement of consideration, (if applicable);
- .05 Payment and other performance; and
- .06 Definition of breach and remedies (shall be consistent with Fiscal Rule 2-6).

Employee/Employer or Independent Contractor

Careful distinction shall be made between work that should be accomplished by persons who are employees of the state and work that may be accomplished by individuals or firms on a personal services contract. The responsibilities and obligations of the state differ between employee/employer arrangements and agreements with independent contractors. The state has a third party liability for the acts of its employees, whereas independent contractors are liable for their own actions. The status should be carefully considered and cases of doubt generally resolved in favor of the employee classification. An erroneous classification as an independent contractor may result in serious penalty to the state for failure to deduct applicable taxes.

EXCEPTIONS TO RULE:

Excluded from the provision of this fiscal rule are:

- .01 Contracts that do not provide for the disbursement of funds, with the exception of outsource contracts and contracts that divert revenues due the state.
- .02 State contracts for personal services exempted from the state personnel system by the Colorado Constitution and paid through an authorized state payroll system. Examples include appointees by the Governor and Lieutenant Governor and their administrative staffs, members of boards or commissions, faculty members of educational institutions, attorneys at law serving as assistant attorneys general, and employees of the Legislative and Judicial Departments of the state. These state contracts are considered to be advises of employment and, therefore, are not covered by this fiscal rule.

SPECIAL PROVISIONS

(Not for Use with Inter-Governmental Contracts)

1. CONTROLLER'S APPROVAL. CRS 24-30-202 (1)

This contract shall not be deemed valid until it has been approved by the Controller of the State of Colorado or such assistant as he may designate.

2. FUND AVAILABILITY. CRS 24-30-202 (5.5)

Financial obligations of the State of Colorado payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

3. INDEMNIFICATION.

The Contractor shall indemnify, save, and hold harmless the State, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the Contractor, or its employees, agents, subcontractors, or assignees pursuant to the terms of this contract.

4. INDEPENDENT CONTRACTOR. 4 CCR 801-2

THE CONTRACTOR SHALL PERFORM ITS DUTIES HEREUNDER AS AN INDEPENDENT CONTRACTOR AND NOT AS AN EMPLOYEE. NEITHER THE CONTRACTOR NOR ANY AGENT OR EMPLOYEE OF THE CONTRACTOR SHALL BE OR SHALL BE DEEMED TO BE AN AGENT OR EMPLOYEE OF THE STATE. CONTRACTOR SHALL PAY WHEN DUE ALL REQUIRED EMPLOYMENT TAXES AND INCOME TAX AND LOCAL HEAD TAX ON ANY MONIES PAID BY THE STATE PURSUANT TO THIS CONTRACT. CONTRACTOR ACKNOWLEDGES THAT THE CONTRACTOR AND ITS EMPLOYEES ARE NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS THE CONTRACTOR OR THIRD PARTY PROVIDES SUCH COVERAGE AND THAT THE STATE DOES NOT PAY FOR OR OTHERWISE PROVIDE SUCH COVERAGE. CONTRACTOR SHALL HAVE NO AUTHORIZATION, EXPRESS OR IMPLIED, TO BIND THE STATE TO ANY AGREEMENTS, LIABILITY, OR UNDERSTANDING EXCEPT AS EXPRESSLY SET FORTH HEREIN. CONTRACTOR SHALL PROVIDE AND KEEP IN FORCE WORKERS' COMPENSATION (AND PROVIDE PROOF OF SUCH INSURANCE WHEN REQUESTED BY THE STATE) AND UNEMPLOYMENT COMPENSATION INSURANCE IN THE AMOUNTS REQUIRED BY LAW, AND SHALL BE SOLELY RESPONSIBLE FOR THE ACTS OF THE CONTRACTOR, ITS EMPLOYEES AND AGENTS.

5. NON-DISCRIMINATION.

The contractor agrees to comply with the letter and the spirit of all applicable state and federal laws respecting discrimination and unfair employment practices.

6. CHOICE OF LAW.

The laws of the State of Colorado and rules and regulations issued pursuant thereto shall be applied in the interpretation, execution, and enforcement of this contract. Any provision of this contract, whether or not incorporated herein by reference, which provides for arbitration by any extra-judicial body or person or which is otherwise in conflict with said laws, rules, and regulations shall be considered null and void. Nothing contained in any provision incorporated herein by reference which purports to negate this or any other special provision in whole or in part shall be valid or enforceable or available in any action at law whether by way of complaint, defense, or otherwise. Any provision rendered null and void by the operation of this provision will not invalidate the remainder of this contract to the extent that the contract is capable of execution.

At all times during the performance of this contract, the Contractor shall strictly adhere to all applicable federal and State laws, rules, and regulations that have been or may hereafter be established.

7. VENDOR OFFSET. CRS 24-30-202 (1) & CRS 24-30-202.4

Pursuant to CRS 24-30-202.4 (as amended), the State Controller may withhold debts owed to State agencies under the vendor offset intercept system for: (a) unpaid child support debt or child support arrearages; (b) unpaid balance of tax, accrued interest, or other charges specified in Article 21, Title 39, CRS; (c) unpaid loans due to the Student Loan Division of the Department of Higher Education; (d) owed amounts required to be paid to the Unemployment Compensation Fund; and (e) other unpaid debts owing to the State or any agency thereof, the amount of which is found to be owing as a result of final agency determination or reduced to judgment as certified by the controller.

8. SOFTWARE PIRACY PROHIBITION GOVERNOR'S EXECUTIVE ORDER

No State or other public funds payable under this Contract shall be used for the acquisition, operation or maintenance of computer software in violation of United States copyright laws or applicable licensing restrictions. The Contractor hereby certifies that, for the term of this Contract and any extensions, the Contractor has in place appropriate systems and controls to prevent such improper use of public funds. If the State determines that the Contractor is in violation of this paragraph, the State may exercise any remedy available at law or equity or under this Contract, including, without limitation, immediate termination of the Contract and any remedy consistent with United States copyright laws or applicable licensing restrictions.

9. EMPLOYEE FINANCIAL INTEREST. CRS 24-18-201 & CRS 24-50-507

The signatories aver that to their knowledge, no employee of the State of Colorado has any personal or beneficial interest whatsoever in the service or property described herein.

SPECIAL PROVISIONS

(For Use Only with Inter-Governmental Contracts)

1. CONTROLLER'S APPROVAL. CRS 24-30-202 (1)

This contract shall not be deemed valid until it has been approved by the Controller of the State of Colorado or such assistant as he may designate.

2. FUND AVAILABILITY. CRS 24-30-202 (5.5)

Financial obligations of the State of Colorado payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

3. INDEMNIFICATION.

To the extent authorized by law, the contractor shall indemnify, save, and hold harmless the State against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the Contractor, or its employees, agents, subcontractors, or assignees pursuant to the terms of this contract.

No term or condition of this contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions for the parties, of the Colorado Governmental Immunity Act, CRS 24-10-101 *et seq.* or the Federal Tort Claims Act, 28 U.S.C. 2671 *et seq.* as applicable, as now or hereafter amended.

4. INDEPENDENT CONTRACTOR. 4 CCR 801-2

THE CONTRACTOR SHALL PERFORM ITS DUTIES HEREUNDER AS AN INDEPENDENT CONTRACTOR AND NOT AS AN EMPLOYEE. NEITHER THE CONTRACTOR NOR ANY AGENT OR EMPLOYEE OF THE CONTRACTOR SHALL BE OR SHALL BE DEEMED TO BE AN AGENT OR EMPLOYEE OF THE STATE. CONTRACTOR SHALL PAY WHEN DUE ALL REQUIRED EMPLOYMENT TAXES AND INCOME TAX AND LOCAL HEAD TAX ON ANY MONIES PAID BY THE STATE PURSUANT TO THIS CONTRACT. CONTRACTOR ACKNOWLEDGES THAT THE CONTRACTOR AND ITS EMPLOYEES ARE NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS THE CONTRACTOR OR THIRD PARTY PROVIDES SUCH COVERAGE AND THAT THE STATE DOES NOT PAY FOR OR OTHERWISE PROVIDE SUCH COVERAGE. CONTRACTOR SHALL HAVE NO AUTHORIZATION, EXPRESS OR IMPLIED, TO BIND THE STATE TO ANY AGREEMENTS, LIABILITY, OR UNDERSTANDING EXCEPT AS EXPRESSLY SET FORTH HEREIN. CONTRACTOR SHALL PROVIDE AND KEEP IN FORCE WORKERS' COMPENSATION (AND PROVIDE PROOF OF SUCH INSURANCE WHEN REQUESTED BY THE STATE) AND UNEMPLOYMENT COMPENSATION INSURANCE IN THE AMOUNTS REQUIRED BY LAW, AND SHALL BE SOLELY RESPONSIBLE FOR THE ACTS OF THE CONTRACTOR, ITS EMPLOYEES AND AGENTS.

5. NON-DISCRIMINATION.

The contractor agrees to comply with the letter and the spirit of all applicable state and federal laws respecting discrimination and unfair employment practices.

6. CHOICE OF LAW.

The laws of the State of Colorado and rules and regulations issued pursuant thereto shall be applied in the interpretation, execution, and enforcement of this contract. Any provision of this contract, whether or not incorporated herein by reference, which provides for arbitration by any extra-judicial body or person or which is otherwise in conflict with said laws, rules, and regulations shall be considered null and void. Nothing contained in any provision incorporated herein by reference which purports to negate this or any other special provision in whole or in part shall be valid or enforceable or available in any action at law whether by way of complaint, defense, or otherwise. Any provision rendered null and void by the operation of this provision will not invalidate the remainder of this contract to the extent that the contract is capable of execution.

At all times during the performance of this contract, the Contractor shall strictly adhere to all applicable federal and state laws, rules, and regulations that have been or may hereafter be established.

7. SOFTWARE PIRACY PROHIBITION GOVERNOR'S EXECUTIVE ORDER

No State or other public funds payable under this Contract shall be used for the acquisition, operation or maintenance of computer software in violation of United States copyright laws or applicable licensing restrictions. The Contractor hereby certifies that, for the term of this Contract and any extensions, the Contractor has in place appropriate systems and controls to prevent such improper use of public funds. If the State determines that the Contractor is in violation of this paragraph, the State may exercise any remedy available at law or equity or under this Contract, including, without limitation, immediate termination of the Contract and any remedy consistent with United States copyright laws or applicable licensing restrictions.

8. EMPLOYEE FINANCIAL INTEREST. CRS 24-18-201 & CRS 24-50-507

The signatories aver that to their knowledge, no employee of the State of Colorado has any personal or beneficial interest whatsoever in the service or property described herein.

SPECIAL PROVISIONS

THE PARTIES HERETO HAVE EXECUTED THIS CONTRACT

CONTRACTOR:

Legal Name of Contracting Entity

Social Security Number or FEIN

Signature of Authorized Officer

Print Name & Title of Authorized Officer

STATE OF COLORADO:

GOVERNOR

By _____
Executive Director

Department of _____

LEGAL REVIEW:

ATTORNEY GENERAL

By _____

CORPORATIONS:

(A corporate attestation is required and seal, if available.)

Attest (Seal) By _____
(Corporate Secretary or Equivalent, or Town/City/County Clerk)

ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER

CRS 24-30-202 requires that the State Controller approve all state contracts. This contract is not valid until the State Controller, or such assistant as he may delegate, has signed it. The contractor is not authorized to begin performance until the contract is signed and dated below. If performance begins prior to the date below, the State of Colorado may not be obligated to pay for the goods and/or services provided.

STATE CONTROLLER:

By _____

Date _____

STATE OF COLORADO FISCAL RULES

CHAPTER 4: PROJECTS

<u>FISCAL RULE</u>	<u>NUMBER</u>
Capital Construction Administration	4-1
Capital Construction Projects	4-2
Capital Construction Project Retainage	4-3

STATE OF COLORADO FISCAL RULES

Rule 4-1

CAPITAL CONSTRUCTION ADMINISTRATION

AUTHORITY:

24-30-1301, C.R.S. (State Buildings Division)
Title 24, Article 75 Part 3, C.R.S.(Capital Construction Fund)
Title 24, Article 91, C.R.S. (Construction)
Title 24, Article 92, C.R.S. (Construction Bidding)
38-26-106, C.R.S. (Contractor Bonds)
38-26-107, C.R.S. (Supplier Claims)

DEFINITIONS:

Capital Construction Fund - A fund created by statute for the purpose of purchasing and/or maintaining land, buildings and equipment and for constructing buildings for use by the state.

RULE:

The State Capital Construction Fund was established to provide a source for appropriations to state agencies and institutions of higher education to acquire and maintain their physical facilities. The fund has special requirements that must be followed by state agencies and institutions of higher education receiving appropriations from the fund.

Capital Construction Contracts

- .01 Formal contracts shall be required when expending funds in excess of \$50,000 appropriated for emergency maintenance projects including construction services or installation of fixed equipment unless previous approval has been obtained from the Director of the State Buildings Program to use a purchase order.

Purchases of fixed equipment that do not require installation services may be purchased with a state purchase order.

A purchase order may be used for construction not exceeding \$50,000 if the Director of State Buildings Program or a delegate records written approval on the face of the purchase order. Such approval by the Director of State Buildings Program or a delegate shall require compliance with approved building codes. In addition, the purchase order shall be bilateral requiring written acknowledgment of acceptance by the contractor prior to the beginning of work.

- .02 Capital construction fund contracts shall follow the contract routing procedures established by the State Controller's Office.

STATE OF COLORADO FISCAL RULES

Rule 4-2

CAPITAL CONSTRUCTION PROJECTS

AUTHORITY:

24-30-1301, C.R.S. (State Buildings)
24-30-1404, C.R.S. (Contracts)
Title 24, Article 75 Part 3, C.R.S.(Capital Construction Fund)
Title 24, Article 91, C.R.S. (Construction)
Title 24, Article 92, C.R.S. (Construction Bidding)
38-26-106, C.R.S. (Contractor Bonds)
38-26-107, C.R.S. (Supplier Claims)

DEFINITIONS:

Capital Construction Fund - A fund created by statute for the purpose of purchasing and/or maintaining land, buildings and equipment and for constructing buildings for use by the state.

Capital Construction Project - A construction project funded wholly or in part by funds from the state capital construction fund.

Controlled Maintenance Project - A maintenance project funded wholly or in part by funds from the state capital construction fund.

RULE:

All funds appropriated for capital construction projects shall be used for their intended purpose. A state agency or institution of higher education shall not use the capital construction fund to pay or reimburse state employees for construction management, administrative activities, direct labor performed, or any other expense outside the scope of the capital construction or controlled maintenance project.

Contracts funded by the state capital construction fund shall be executed and the funds encumbered within the time limits established by 24-30-1404, C.R.S. If a State agency or institution of higher education determines that the deadlines imposed by the statute cannot be met, the State agency or institution of higher education may request the Capital Development Committee to recommend to the State Controller that the deadline be waived. The State Controller may grant the waiver request.

STATE OF COLORADO FISCAL RULES

Rule 4-3

CAPITAL CONSTRUCTION PROJECT RETAINAGE

AUTHORITY:

24-30-1301, C.R.S. (State Buildings)
Title 24, Article 75 Part 3, C.R.S.(Capital Construction Fund)
Title 24, Article 91, C.R.S. (Construction)
Title 24, Article 92, C.R.S. (Construction Bidding)
38-26-106, C.R.S. (Contractor Bonds)
38-26-107, C.R.S. (Supplier Claims)

DEFINITIONS:

Capital Construction Fund - A fund created by statute for the purpose of purchasing and/or maintaining land, buildings and equipment and for constructing buildings for use by the state.

Capital Construction Project - A construction project, as defined in 24-30-1301, C.R.S., funded wholly or in part by funds from the state capital construction fund.

Controlled Maintenance Project - A controlled maintenance project, as defined in 24-30-1301, C.R.S., funded wholly or in part by funds from the state capital construction fund.

RULE:

A state agency or institution of higher education shall withhold retainage for all capital construction and controlled maintenance projects where the total amount of the contract exceeds the limit established by 24-91-103, C.R.S.. The retainage shall be in the form of monies withheld from the contractor or in any other form authorized by statute and acceptable to the State agency or institution of higher education.

The retainage shall be released by the state agency or institution of higher education only when the contract has been satisfactorily completed and accepted, the state agency or institution of higher education has proof of publication of "Notice of Final Settlement", in accordance with 38-26-107, C.R.S., and there are no outstanding claims against the project.

STATE OF COLORADO FISCAL RULES

CHAPTER 5: TRAVEL

FISCAL RULE

NUMBER

Travel

5-1

Appendix A - Maximum Allowable Meal Per Diem Rates for CONUS Travel

Appendix B - Maximum Allowable Meal Per Diem Rates for Travel to Alaska,
Hawaii, the Commonwealths of Puerto Rico and the Northern
Mariana Islands, and Possessions of the United States.

Appendix C - Maximum Allowable Meal Per Diem Rates for Travel to Foreign
Countries.

STATE OF COLORADO FISCAL RULES

Rule 5-1

TRAVEL

AUTHORITY:

24-9-104(2), C.R.S. (Mileage Allowance)
24-30-202(20.1), C.R.S. (Travel Advance Limit)
24-30-202(26), C.R.S. (State Controller's Authority)

DEFINITIONS:

Approving Authority - An individual delegated the authority, in writing, by the chief executive officer of the state agency or institution of higher education to approve matters related to official travel.

Commercial Lodging - Any accommodations that are available or offered for use by a traveler for which a rental schedule has been established and payment is required for its use.

CONUS - The continental United States, including the District of Columbia.

Electronic Signature - Any identifier or authentication technique attached to or logically associated with an electronic record that is intended by the person using it to have the same force and effect as a manual signature and that complies with the rules prescribed by the Director of the Department of Personnel & Administration for governmental transactions with state agencies and institutions of higher education. "Electronic signature" includes digital signatures.

Expenses Incurred for the Benefit of the State - Expenses incurred that enable a state employee or a state official to perform their assigned duties or enable a state agency or institution of higher education to carry out the responsibilities required by law.

In-State Travel - Travel within the State of Colorado and to the immediate area outside the State that is a necessary part of an otherwise "in-state" trip.

International Travel - Travel to any destination not considered in-state or out-of-state.

Out-of-State Travel - Travel within CONUS, other than Colorado, including Alaska, Canada, Hawaii, and Mexico.

STATE OF COLORADO FISCAL RULES

Political Expenses - Expenses incurred in relation to activities that are primarily designed to further the interests of a candidate, political party, or special interest group.

State Travel Card - The travel card provided to state employees through the Statewide Travel Management Program (24-30-1118, C.R.S.).

Transportation - Travel by commercial airline, railroad, bus, taxicab; state-owned, leased, or personally owned automobile or airplane; or any other means of conveyance.

RULE:

Travel charged to the state, regardless of the funding source, shall be for the benefit of the state and completed using the most economical means available which will satisfactorily accomplish the state's business.

The traveler shall determine those expenses incurred for the benefit of the state and request reimbursement for only those expenses. The approving authority shall review the expenses claimed by the traveler and authorize reimbursement for only those expenses incurred for the benefit of the state.

Required Travel Authorization

- .01 In-state Travel - Prior authorization for in-state travel may be required by the approving authority for all in-state travel.
- .02 Out-of-state Travel - Prior authorization by the chief executive officer, or a delegate, of a state agency or institution of higher education shall be required for all out-of-state travel.
- .03 International Travel - Prior written or electronic authorization by the chief executive officer, or a delegate, of a state agency or institution of higher education and the governor, or a delegate, shall be required for all international travel, except for the Department of Higher Education. Prior written authorization by the executive director of the Colorado Commission on Higher Education shall be required for all international travel by employees within the Department of Higher Education. The executive director of the Colorado Commission on Higher Education, with approval of the State Controller, may delegate the authority to approve international travel to the chief executive officer, or a delegate, of a specific higher education institution.
- .04 Travel at no cost to the state - Prior authorization by the approving authority is required for any official state business travel for which reimbursement is made directly to the state employee by the non-state organization.

STATE OF COLORADO FISCAL RULES

Travel Advances

Travel advances of \$500 or less, shall be obtained by using the state travel card whenever possible. Travel advances may be requested from the state if the travel advance cannot be obtained from the state travel card or if the travel advance exceeds \$500. Under no circumstance shall a travel advance be requested from the state in excess of the statutory limit. CRS 24-30-202 (20.1), establishes the maximum authorized amount for a travel advance.

Travel advances requested from the state must be authorized by the approving authority, approved by the chief fiscal officer, or a delegate, of the state agency or institution of higher education, and contain the following statement, signed manually or electronically by the traveler:

"I hereby appoint and constitute the State Controller or delegate my attorney-in-fact for the purpose of receiving all funds due me and reimbursing the State of Colorado there from and may demand and receive any moneys or credits payable to me from the State of Colorado to the extent necessary to accomplish said reimbursement."

It shall be the responsibility of the chief fiscal officer, or a delegate, to take steps necessary to assure that each travel advance received from the state is repaid within 60 days after the conclusion of authorized travel.

Travel Reimbursements

Upon completion of travel, a travel reimbursement voucher must be filed to obtain reimbursement for approved travel expenses. The travel reimbursement voucher shall contain a statement as to the purpose of the travel.

Lodging, meals, and other reimbursable travel expenses shall only be reimbursed for the period of time necessary for the traveler to accomplish the state business. When a traveler uses an alternate method of transportation, which is authorized by the approving authority, any additional time required to complete the state business shall be charged to approved leave.

If lodging, meals, or transportation expenses are included in conference fees, registration fees, or are otherwise furnished at no additional cost to the traveler, no reimbursement shall be made for these items. If, however, a meal included in a commercial transportation ticket is not adequate, and the traveler incurs an additional meal expense, reimbursement may be claimed at the authorized per diem rate for that meal.

When reimbursement for travel expenses is claimed, the travel voucher shall contain the following certification signed manually or electronically by the traveler:

STATE OF COLORADO FISCAL RULES

"I certify that the statements in the above schedule are true and just in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement is claimed was performed by me on State business and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by the Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed on a mileage basis."

STATE OF COLORADO FISCAL RULES

The travel reimbursement voucher shall be endorsed manually or electronically by the approving authority unless the travel has been pre-approved and the reimbursable expenses claimed are within the limits established prior to the trip.

The following rates shall be used for reimbursement of travel expenses:

.01 Lodging

Employees authorized to travel shall be reimbursed the actual cost of reasonable accommodations. Employees may be required to use approved or designated lodging facilities in certain areas to assist the state agency or institution of higher education in controlling travel cost. Reimbursement shall be limited to the cost of commercial lodging. Receipts for lodging shall be obtained and submitted with the travel expense voucher.

.02 Meals

Employees authorized to travel shall be reimbursed for the cost of meals, including tax, tip and other incidental expenses at the per diem rates established by the State Controller in Appendices A, B, and C to this chapter of the state fiscal rules. These rates will closely follow the per diem rates established by the federal government for their employees and be published periodically by the State Controller. The authorized per diem reimbursement rate may be claimed for each meal the traveler would normally have eaten while in travel status.

Under no circumstances shall an employee claim more than the established per diem rate, however, an employee may claim the actual cost paid for a meal if the actual cost is less than the per diem reimbursement rate. Receipts for meals are not required.

.03 Transportation

Employees authorized to travel shall be reimbursed only for the cost equivalent of the most cost beneficial method of transportation available, which will satisfactorily accomplish the state business.

If travel includes commercial transportation and the travel tickets were purchased by the state for the traveler, ticket receipts need not be submitted with the travel voucher. If, however, the travel tickets were purchased by the traveler, a receipt shall be submitted with the travel voucher.

STATE OF COLORADO FISCAL RULES

Other Reimbursable and Non-Reimbursable Travel Expenses

.01 Reimbursable travel expenses

In addition to lodging, meals, and transportation, the following actual expenses incurred as a necessary part of approved travel may be reimbursed.

- A. Reasonable tips paid by the traveler for bellhops, porters, maids, and ground transportation. Tips paid in conjunction with meals are included in the meal allowance and cannot be claimed separately.
- B. Commercial transportation expenses paid by the traveler. A receipt shall be required for each individual ride in a commercial vehicle, if over \$25.
- C. Camping site fees paid by the traveler for a commercial camp ground or a state or national park. A receipt shall be required if over \$25.
- D. Parking fees paid by the traveler. A receipt shall be required for any single fee over \$25.
- E. Registration fees paid by the traveler. A receipt is required for all registration fees paid.
- F. Rental car costs paid by the traveler. A receipt is required for all rental car expenditures.
- G. Telephone, fax, and other similar charges paid by the traveler for official state business. A receipt shall be required for any single charge over \$25.
- H. Toll road charges paid by the traveler.
- I. Traveler's checks or transaction charges for the use of the state travel card paid by the traveler. A receipt shall be required if the total amount claimed for reimbursement is over \$25.
- J. The actual cost of one personal telephone call, not to exceed one dollar for each full day of travel.

STATE OF COLORADO FISCAL RULES

.02 Non-reimbursable travel expenses

The following expenses shall not be reimbursed:

- A. Alcoholic beverages purchased by the traveler.
- B. Entertainment expenses paid by the traveler.
- C. Personal expenses incurred during travel that are primarily for the benefit of the traveler and not directly related to the official purpose of the travel. Examples include the purchase of personal hygiene items, magazines, snacks, movie rentals, and other miscellaneous items.
- D. Political expenses paid by the traveler.
- E. Travel insurance expenses paid by the traveler.
 - a. Collision damage waiver/loss damage waiver for rental cars
 - b. Supplemental liability insurance on rental vehicles
 - c. Value premiums on airline tickets
 - d. Trip cancellation insurance
 - e. Additional liability for rental cars
 - f. Personal accident insurance on rented vehicles
 - a. Supplemental life insurance for airline or common carrier travel
- F. The cost of traffic fines and parking tickets.

STATE OF COLORADO FISCAL RULES

EXCEPTIONS TO RULE:

.01 Allowances for members of statutory boards or commissions

Board and commission members shall be paid in accordance with the statutory provisions establishing the board or commission. Board members may be reimbursed for actual and necessary expenses incurred in the performance of their duties. These actual and necessary expenditures should be reasonable under the circumstances and the board or commission member should be made aware that public funds are the source of the reimbursement.

Board or commission members may also be reimbursed for childcare services. The chief executive officer, or a delegate, of the state agency or institution of higher education shall determine the need for childcare reimbursement. Reimbursement shall not be made to a family member and receipts shall be furnished with the reimbursement request.

.02 Allowances for state job applicants

In order to obtain the best-qualified individual for a given position in the state it may be necessary to pay interview related travel expenses for job applicants. At the discretion of the chief executive officer, or a delegate, such travel expenses may be reimbursed to the applicant at the per diem rate established by the State Controller for state employees.

.03 Allowances for travel by the Governor of Colorado

In the case of travel by the Governor, security, protocol, ceremonial functions, and overall time demands may require considerations not accorded any other state official or employee. Protocol may often require the spouse to travel with the Governor.

The use of state-owned aircraft, commercial airlines or state-owned automobiles by the Governor shall depend upon time constraints and security needs.

When the Governor allocates travel costs between official state business and personal or political, the allocation shall take into account all the various factors involved in the trip.

STATE OF COLORADO FISCAL RULES

.04 Allowances for travel not solely for state business

In some instances the purpose of travel may not be solely for state business. It may be partially for official business and partially for personal or political reasons. In these instances, the individual involved shall make a reasonable allocation of the expenses. Where such an allocation is made, the travel reimbursement request shall contain sufficient documentation to indicate the allocation made and the basis for the allocation.

If a state employee obtains lower rates for lodging or transportation because travel is extended for personal or political reasons, these lower rates shall also apply to the business portion of the trip.

.05 Allowances for travel paid directly by a non-state entity

In limited instances, State officials and employees may be invited to attend committee meetings, seminars, or conferences concerning official state business where their travel expenses are either paid directly by the sponsor or they are reimbursed by the sponsor. In such instances the employee may accept the invitation if the travel has been approved by their approving authority.

.06 Allowances for travel with spouse, relatives, or friends

The state shall not reimburse the cost of an employee's spouse or other person(s) accompanying the state employee on a business trip, unless specifically provided in this fiscal rule. Conversely, the state shall not receive any benefit from a lower travel fare resulting from the state employee's spouse, relative, or friend accompanying the employee on a business trip.

Sufficient documentation of the cost of the official business portion of the trip shall be included with the travel reimbursement voucher.

.07 Allowances for travel wholly within a single day

If travel is wholly within a single day, reimbursement for lunch shall not be allowed. If, however, an employee leaves home on official business prior to 5:00 a.m. and/or remains away from home after 8:00 p.m. and the official business requires the employee to extend the workday, the approving authority may allow a meal allowance for breakfast and/or dinner for the traveler.

.08 Allowances for travel by leased or privately owned aircraft

STATE OF COLORADO FISCAL RULES

- A. A state agency or institution of higher education shall not lease an aircraft without the prior written approval of the Aircraft Section of the Colorado State Patrol in the Department of Public Safety, regardless of the source of funds. This includes the lease of any replacement aircraft for those presently operated by the state agency or institution of higher education.
- B. A state agency or institution of higher education shall not authorize the use of a privately owned aircraft without the prior written approval from the Office of Risk Management. No reimbursement shall be allowed unless the required prior written approval has been secured.

.09 Allowances for travel by privately owned automobile

Reimbursement is allowed for actual business mileage traveled when using a privately owned vehicle for business purposes only when the use of the privately owned vehicle has been authorized by the approving authority. Employees shall normally be reimbursed at the mileage rate designated for two-wheel drive vehicles. Employees shall only be reimbursed at the mileage rate designated for four-wheel drive vehicles when the use of four-wheel drive is necessary because of road, terrain, or adverse weather conditions.

Commuting expenses incurred in traveling between an employee's residence and a primary work location are non-reimbursable employee expenses. However, upon approval of the appointing authority, an employee may be reimbursed for use of a personal automobile when commuting between his/her residence and a temporary work location. Reimbursement shall be for the number of miles between the employee's residence and the temporary work location or the employee's regular work location and the temporary work location, whichever is less.

CRS 24-9-104(2), establishes the mileage rate to be used for reimbursement for official state travel.

.10 Allowances for travelers furnishing their own lodging and meals

When employees in travel status are furnishing their own lodging and meals, the state agency or institution of higher education may negotiate a special per diem rate for that period of travel. The rate negotiated shall be on a case-by-case basis and under no circumstance shall the negotiated rate exceed the normal per diem rates established by this fiscal rule.

.11 Travel Insurance

Travel insurance may be purchased when it benefits the state if approved by the agency's travel officer as defined in subsection 20, 1 CCR 103-1.

Maximum Allowable Meal Per Diem Rates For CONUS Travel
Effective July 1, 2003

For a majority of the travel within CONUS, the base per diem rate for meals is \$30.00 per day. For certain other travel destinations listed on Attachment A, f separate High Cost per diem rates have been established. The following table lists the per meal breakdown for the base rate and the high cost per diem reimbursement rates for meals within CONUS.

Authorized Per Meal Reimbursement Rates Within CONUS

Per Diem Rate	Base	-----	-----	High Cost	-----	-----
Breakfast	\$6.50	\$7.50	8.50	\$9.50	\$9.50	\$10.50
Lunch	7.00	8.00	9.00	10.00	12.00	12.50
Dinner	16.50	18.50	20.50	22.50	24.50	27.00
Daily Total	\$30.00	\$34.00	\$38.00	\$42.00	\$46.00	\$50.00

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
AL	Birmingham	Jefferson			\$42
AL	Decatur	Morgan			\$34
AL	Gulf Shores	Baldwin	15-May	4-Sep	\$38
AL	Gulf Shores	Baldwin	5-Sep	14-May	\$38
AL	Huntsville	Madison			\$38
AL	Montgomery	Montgomery			\$42
AL	Tuscaloosa	Tuscaloosa			\$34
AZ	Casa Grande	Pinal	1-Jan	30-Apr	\$38
AZ	Casa Grande	Pinal	1-May	31-Dec	\$38
AZ	Chinle	Apache	1-May	31-Oct	\$38
AZ	Chinle	Apache	1-Nov	30-Apr	\$38
AZ	Flagstaff	All points in Coconino County not covered under Grand Canyon per diem area	1-May	31-Oct	\$38
AZ	Flagstaff	All points in Coconino County not covered under Grand Canyon per diem area	1-Nov	30-Apr	\$38
AZ	Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County	May 1-	21-Oct	\$46
AZ	Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County	22-Oct	30-Apr	\$46
AZ	Kayenta	Navajo	15-Apr	15-Oct	\$34
AZ	Kayenta	Navajo	16-Oct	14-Apr	\$34
AZ	Phoenix/Scottsdale	Maricopa	1-Jan	15-Apr	\$46
AZ	Phoenix/Scottsdale	Maricopa	16-Apr	31-May	\$46
AZ	Phoenix/Scottsdale	Maricopa	1-Jun	August 31	\$46
AZ	Phoenix/Scottsdale	Maricopa	1-Sep	31-Dec	\$46
AZ	Tucson	Pima County; Davis-Monthan AFB	1-Jan	15-Apr	\$42
AZ	Tucson	Pima County; Davis-Monthan AFB	16-Apr	31-Dec	\$42
AZ	Yuma	Yuma			\$38
AR	Hot Springs	Garland			\$34
AR	Little Rock	Pulaski			\$38
CA	Clearlake	Lake	5-May	30-Sep	\$34
CA	Clearlake	Lake	1-Oct	4-May	\$34
CA	Contra Costa County	Contra Costa			\$46
CA	Death Valley	Inyo			\$46
CA	Fresno	Fresno			\$34
CA	Kern County	Kern County			\$42
CA	Los Angeles	Los Angeles; Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station, China Lake (see Santa Monica)			\$50
CA	Mammoth Lakes	Mono			\$46
CA	Marin County	Marin			\$46
CA	Merced	Merced			\$34
CA	Modesto	Stanislaus			\$38
CA	Monterey	Monterey	1-May	31-Oct	\$46
CA	Monterey	Monterey	1-Nov	30-Apr	\$46

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
CA	Napa	Napa	1-Apr	15-Nov	\$46
CA	Napa	Napa	16-Nov	31-Mar	\$46
CA	Oakhurst	Madera	1-May	30-Sep	\$42
CA	Oakhurst	Madera	1-Oct	30-Apr	\$42
CA	Oakland	Alameda			\$42
CA	Ontario/Barstow/Victorville	San Bernardino			\$42
CA	Palm Springs	Riverside	1-Jan	31-May	\$46
CA	Palm Springs	Riverside	1-Jun	31-Dec	\$46
CA	Point Arena/Gualala	Mendocino			\$42
CA	Redding	Shasta			\$34
CA	Sacramento	Sacramento			\$46
CA	San Diego	San Diego			\$50
CA	San Francisco	San Francisco			\$50
CA	San Luis Obispo	San Luis Obispo			\$42
CA	San Mateo/Redwood City	San Mateo			\$46
CA	Santa Barbara	Santa Barbara			\$42
CA	Santa Cruz	Santa Cruz			\$46
CA	Santa Monica	City limits of Santa Monica (see Los Angeles)	1-Jun	30-Sep	\$42
CA	Santa Monica	City limits of Santa Monica (see Los Angeles)	1-Oct	31-May	\$42
CA	Santa Rosa	Sonoma			\$46
CA	Solano County	Solano; Travis Air Force Base			\$46
CA	South Lake Tahoe	El Dorado (see also Stateline, NV)	1-Jun	31-Aug	\$46
CA	South Lake Tahoe	El Dorado (see also Stateline, NV)	1-Sep	31-May	\$46
CA	Sunnyvale/Palo Alto/San Jose	Santa Clara			\$50
CA	Tahoe City	Placer			\$46
CA	Truckee	Nevada	15-Jun	30-Sep	\$46
CA	Truckee	Nevada	1-Oct	14-Jun	\$46
CA	Visalia	Tulare			\$42
CA	West Sacramento	Yolo			\$34
CA	Yosemite National Park	Mariposa	1-May	30-Sep	\$46
CA	Yosemite National Park	Mariposa	1-Oct	30-Apr	\$46
CO	Aspen	Pitkin	1-Jan	30-Apr	\$46
CO	Aspen	Pitkin	1-May	31-Dec	\$46
CO	Boulder	Boulder			\$46
CO	Colorado Springs	El Paso	15-May	15-Sep	\$42
CO	Colorado Springs	El Paso	16-Sep	14-May	\$42
CO	Cortez	Montezuma			\$34
CO	Crested Butte	City limits of Crested Butte (see Gunnison County)	15-Nov	15-Apr	\$46
CO	Crested Butte	City limits of Crested Butte (see Gunnison County)	16-Apr	15-Jun	\$46
CO	Crested Butte	City limits of Crested Butte (see Gunnison County)	16-Jun	14-Nov	\$46
CO	Denver	Denver, Adams, and Arapahoe Counties, that portion of Westminster located in Jefferson County, and Lone Tree in Douglas County			\$46

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
CO	Durango	La Plata	15-May	30-Sep	\$42
CO	Durango	La Plata	1-Oct	14-May	\$42
CO	Fort Collins	Larimer (except Loveland)			\$38
CO	Glenwood Springs	Garfield	15-May	15-Oct	\$34
CO	Glenwood Springs	Garfield	16-Oct	14-May	\$34
CO	Grand Junction	Mesa			\$34
CO	Gunnison	Gunnison (except Crested Butte)	15-May	30-Sep	\$38
CO	Gunnison	Gunnison (except Crested Butte)	1-Oct	14-May	\$38
CO	Jefferson County	Jefferson			\$38
CO	Loveland	City limits of Loveland (see Larimer County)			\$34
CO	Montrose	Montrose			\$38
CO	Pueblo	Pueblo	1-Jun	30-Sep	\$38
CO	Pueblo	Pueblo	1-Oct	31-May	\$38
CO	Silverthorne/Keystone	Summit			\$42
CO	Steamboat Springs	Routt			\$42
CO	Telluride	San Miguel	20-Dec	30-Sep	\$46
CO	Telluride	San Miguel	1-Oct	19-Dec	\$46
CO	Trinidad	Las Animas			\$34
CO	Vail	Eagle	1-Dec	31-Mar	\$46
CO	Vail	Eagle	1-Apr	30-Nov	\$46
CT	Bridgeport/Danbury	Fairfield			\$42
CT	Hartford	Hartford			\$42
CT	Lakeville/Salisbury	Litchfield			\$42
CT	Middlesex County	Middlesex			\$34
CT	New Haven	New Haven			\$38
CT	New London/Groton	New London	1-May	31-Oct	\$38
CT	New London/Groton	New London	1-Nov	30-Apr	\$38
CT	Putnam/Danielson	Windham			\$34
CT	Storrs/Mansfield	Tolland			\$34
DE	Dover	Kent	25-May	4-Sep	\$38
DE	Dover	Kent	5-Sep	24-May	\$38
DE	Lewes	Sussex			\$42
DE	Wilmington	New Castle	1-Apr	30-Sep	\$38
DE	Wilmington	New Castle	1-Oct	31-Mar	\$38
DC	Washington, DC (also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland). (See also Maryland and Virginia.)				\$50
FL	Altamonte Springs	Seminole			\$42
FL	Bradenton	Manatee	1-Jan	30-Apr	\$34
FL	Bradenton	Manatee	1-May	31-Dec	\$34

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
FL	Cocoa Beach	Brevard			\$38
FL	Daytona Beach	Volusia	1-Feb	31-Aug	\$42
FL	Daytona Beach	Volusia	1-Sep	31-Jan	\$42
FL	Fort Lauderdale	Broward	15-Dec	30-Apr	\$46
FL	Fort Lauderdale	Broward	1-May	14-Dec	\$46
FL	Fort Myers	Lee	15-Jan	15-Apr	\$46
FL	Fort Myers	Lee	16-Apr	14-Jan	\$46
FL	Fort Pierce	Saint Lucie	15-Dec	30-Apr	\$42
FL	Fort Pierce	Saint Lucie	1-May	14-Dec	\$42
FL	Fort Walton Beach	Okaloosa	1-May	31-Oct	\$42
FL	Fort Walton Beach	Okaloosa	1-Nov	30-Apr	\$42
FL	Gainesville	Alachua			\$38
FL	Gulf Breeze	Santa Rosa	1-May	30-Sep	\$42
FL	Gulf Breeze	Santa Rosa	1-Oct	30-Apr	\$42
FL	Jacksonville/Mayport	Duval; Mayport Naval Station			\$38
FL	Key West	Monroe	1-Jan	30-Apr	\$46
FL	Key West	Monroe	1-May	31-Dec	\$46
FL	Kissimmee	Osceola	1-Feb	30-Apr	\$38
FL	Kissimmee	Osceola	1-May	31-Jan	\$38
FL	Lakeland	Polk			\$38
FL	Leesburg	Lake	1-Nov	15-Apr	\$34
FL	Leesburg	Lake	16-Apr	31-Oct	\$34
FL	Miami	Dade			\$46
FL	Naples	Collier	16-Dec	15-Apr	\$42
FL	Naples	Collier	16-Apr	15-Dec	\$42
FL	Ocala	Marion			\$34
FL	Orlando	Orange			\$46
FL	Palm Beach	Palm Beach			\$46
FL	Panama City	Bay			\$42
FL	Pensacola	Escambia			\$34
FL	Punta Gorda	Charlotte	15-Dec	15-Apr	\$38
FL	Punta Gorda	Charlotte	16-Apr	14-Dec	\$38
FL	Sarasota	Sarasota	1-Jan	30-Apr	\$42
FL	Sarasota	Sarasota	1-May	31-Dec	\$42
FL	Sebring	Highlands			\$34
FL	St. Augustine	St. Johns			\$42
FL	Stuart	Martin			\$42
FL	Tallahassee	Leon			\$38
FL	Tampa/St. Petersburg	Pinellas and Hillsborough			\$42
FL	Vero Beach	Indian River	15-Dec	15-Apr	\$34
FL	Vero Beach	Indian River	16-Apr	14-Dec	\$34
GA	Albany	Dougherty			\$38
GA	Athens	Clarke			\$38
GA	Atlanta	Fulton			\$42
GA	Clayton County	Clayton			\$34
GA	Cobb County	Cobb			\$42

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
GA	Columbus	Muscogee			\$38
GA	Conyers	Rockdale			\$38
GA	DeKalb County	DeKalb			\$42
GA	Dublin	Laurens			\$34
GA	Gwinnett County	Gwinnett			\$42
GA	Savannah	Chatham			\$42
ID	Boise	Ada			\$42
ID	Coeur d'Alene	Kootenai			\$38
ID	Ketchum	Blaine (except Sun Valley)	1-May	30-Nov	\$42
ID	Ketchum	Blaine (except Sun Valley)	1-Dec	30-Apr	\$42
ID	McCall	Valley			\$42
ID	Sun Valley	City limits of Sun Valley (see Blaine County)			\$42
IL	Aurora	Kane (except Elgin)			\$34
IL	Chicago	Cook and Lake			\$50
IL	Du Page County	Du Page			\$42
IL	Elgin	City limits of Elgin (see Kane County)			\$34
IL	Rockford	Winnebago			\$34
IN	Carmel	Hamilton			\$42
IN	Ft. Wayne	Allen			\$34
IN	Indianapolis	Marion County; Fort Benjamin Harrison (Effective Oct 1, 2002 -- Nov 7, 2002)			\$46
IN	Indianapolis	Marion County; Fort Benjamin Harrison (Effective Nov 8, 2002)			\$46
IN	Lafayette	Tippecanoe			\$34
IN	Michigan City	La Porte			\$38
IN	Nashville	Brown	1-Apr	15-Nov	\$42
IN	Nashville	Brown	16-Nov	31-Mar	\$42
IN	South Bend	St. Joseph			\$38
IN	Valparaiso/Burlington Beach	Porter			\$38
IA	Cedar Rapids	Linn			\$30
IA	Des Moines	Polk			\$34
KS	Kansas City/Overland Park	Wyandotte and Johnson(Effective Oct 1, 2002--Nov 7, 2002)			\$42
KS	Kansas City/Overland Park	Wyandotte and Johnson (Effective Nov 8, 2002)			\$42
KS	Wichita	Sedgwick			\$42
KY	Covington	Kenton			\$42
KY	Lexington	Fayette			\$34
KY	Louisville	Jefferson			\$42
KY	Newport	Campbell			\$34
LA	Baton Rouge	East Baton Rouge Parish			\$42
LA	Gonzales	Ascension Parish			\$38
LA	Lake Charles	Calcasieu Parish			\$38
LA	New Orleans/St. Bernard	Orleans, St. Bernard, Plaquemine and Jefferson Parishes	1-Jan	31-May	\$46
LA	New Orleans/St. Bernard	Orleans, St. Bernard, Plaquemine and Jefferson Parishes	1-Jun	31-Dec	\$46

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
LA	Shreveport/Bossier City	Caddo			\$42
LA	Slidell	St. Tammany			\$34
LA	St. Francisville	West Feliciana			\$42
ME	Bar Harbor	Hancock	15-Jun	15-Oct	\$42
ME	Bar Harbor	Hancock	16-Oct	14-Jun	\$42
ME	Bath	Sagadahoc	1-May	31-Oct	\$38
ME	Bath	Sagadahoc	1-Nov	30-Apr	\$38
ME	Kennebunk/Kittery/Sanford	York	15-Jun	31-Oct	\$42
ME	Kennebunk/Kittery/Sanford	York	1-Nov	14-Jun	\$42
ME	Portland	Cumberland	1-Jul	31-Oct	\$42
ME	Portland	Cumberland	1-Nov	30-Jun	\$42
ME	Rockport	Knox	1-Jul	26-Aug	\$46
ME	Rockport	Knox	27-Aug	30-Jun	\$46
ME	Wiscasset	Lincoln	1-Jul	31-Oct	\$42
ME	Wiscasset	Lincoln	1-Nov	30-Jun	\$42
MD	(For the counties of Montgomery and Prince George's, see District of Columbia.)				\$50
MD	Annapolis	Anne Arundel			\$46
MD	Baltimore	Baltimore			\$46
MD	Cambridge	Dorchester			\$34
MD	Columbia	Howard			\$46
MD	Frederick	Frederick			\$34
MD	Grasonville	Queen Annes			\$42
MD	Harford County	Harford County			\$42
MD	Lexington Park/Leonardtown/Lusby	St. Mary's and Calvert			\$38
MD	Ocean City	Worcester	15-Jun	31-Oct	\$46
MD	Ocean City	Worcester	1-Nov	14-Jun	\$46
MD	St. Michaels	Talbot			\$46
MA	Andover	Essex			\$42
MA	Boston	Suffolk			\$50
MA	Cambridge	Middlesex (except Lowell)			\$50
MA	Falmouth	City limits of Falmouth	1-Jun	30-Sep	\$38
MA	Falmouth	City limits of Falmouth	1-Oct	31-May	\$38
MA	Hyannis	Barnstable			\$42
MA	Lowell	City limits of Lowell (except Cambridge) (see Middlesex County)			\$38
MA	Martha's Vineyard	Dukes	1-Jun	15-Oct	\$46
MA	Martha's Vineyard	Dukes	16-Oct	31-May	\$46
MA	Nantucket	Nantucket	15-Jun	15-Oct	\$46
MA	Nantucket	Nantucket	16-Oct	14-Jun	\$46
MA	New Bedford	City limits of New Bedford (see Bristol County)	15-May	15-Oct	\$38
MA	New Bedford	City limits of New Bedford (see Bristol County)	October 16	14-May	\$38
MA	Northampton	Hampshire			\$38

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
MA	Pittsfield	Berkshire			\$42
MA	Plymouth	Plymouth	15-Jun	15-Oct	\$38
MA	Plymouth	Plymouth	16-Oct	14-Jun	\$38
MA	Quincy	Norfolk			\$42
MA	Springfield	Hampden			\$38
MA	Taunton	Bristol (except New Bedford)			\$34
MA	Worcester	Worcester			\$38
MI	Ann Arbor	Washtenaw			\$42
MI	Berrien County	Berrien			\$34
MI	Charlevoix	Charlevoix	1-Jun	31-Aug	\$42
MI	Charlevoix	Charlevoix	1-Sep	31-May	\$42
MI	Detroit	Wayne			\$50
MI	East Lansing/Lansing	Ingham			\$42
MI	Frankenmuth	Saginaw			\$34
MI	Frankfort	Benzie			\$34
MI	Gaylord	Otsego			\$38
MI	Grand Rapids	Kent			\$38
MI	Holland	Ottawa			\$38
MI	Leland	Leelanau			\$38
MI	Mackinac Island	Mackinac			\$46
MI	Midland	Midland			\$38
MI	Mount Pleasant	Isabella			\$38
MI	Muskegon	Muskegon	1-May	31-Aug	\$34
MI	Muskegon	Muskegon	1-Sep	30-Apr	\$34
MI	Ontonagon	Ontonagon			\$34
MI	Petoskey	Emmet	1-Jun	31-Oct	\$42
MI	Petoskey	Emmet	1-Nov	31-May	\$42
MI	Pontiac/Troy/Auburn Hills	Oakland			\$42
MI	Sault Ste Marie	Chippewa	15-May	15-Oct	\$38
MI	Sault Ste Marie	Chippewa	16-Oct	14-May	\$38
MI	South Haven	Van Buren			\$38
MI	Traverse City	Grand Traverse			\$46
MI	Warren	Macomb			\$38
MN	Anoka County	Anoka			\$38
MN	Dakota County	Dakota			\$38
MN	Duluth	St. Louis	1-Jun	31-Oct	\$42
MN	Duluth	St. Louis	1-Nov	31-May	\$42
MN	Minneapolis/St. Paul	Hennepin County and Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO), and Ramsey County (Effective Oct 1, 2002 -- Nov 7, 2002)			\$50
MN	Minneapolis/St. Paul	Hennepin County and Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO), and Rosemount; Ramsey County (Effective Nov 8, 2002)			\$50
MN	Rochester	Olmsted			\$38
MS	Bay St. Louis	Hancock	1-Apr	31-Oct	\$38

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
MS	Bay St. Louis	Hancock	1-Nov	31-Mar	\$38
MS	Biloxi/Gulfport	Harrison			\$42
MS	Robinsonville	Tunica			\$34
MO	Branson	Taney	1-Apr	31-Dec	\$38
MO	Branson	Taney	1-Jan	31-Mar	\$38
MO	Hannibal	Marion			\$34
MO	Jefferson City	Cole			\$34
MO	Kansas City	Jackson, Clay and Kansas City International Airport (Effective Oct 1, 2002--Nov 7, 2002)			\$46
MO	Kansas City	Jackson, Clay and Kansas City International Airport (Effective Nov 8, 2002)			\$46
MO	Osage Beach	Camden			\$34
MO	Platte	Platte (except Kansas City International Airport)(Effective Oct 1, 2002--Nov 7, 2002)			\$38
MO	Platte	Platte (except Kansas City International Airport) (Effective Nov 8, 2002)			\$38
MO	Springfield	Greene			\$34
MO	St. Louis	St. Louis and St. Charles			\$50
MO	St. Robert/Ft. Leonardwood	Pulaski			\$34
MT	Big Sky	Gallatin (except West Yellowstone)			\$46
MT	Polson/Kalispell	Lake and Flathead	1-Jun	15-Sep	\$34
MT	Polson/Kalispell	Lake and Flathead	16-Sep	31-May	\$34
MT	West Yellowstone	City limits of West Yellowstone (see Gallatin County)	1-Jun	30-Sep	\$38
MT	West Yellowstone	City limits of West Yellowstone (see Gallatin County)	1-Oct	31-May	\$38
NE	Omaha	Douglas			\$42
NV	Incline Village/Crystal Bay	City limits of Incline Village and Crystal Bay	15-May	15-Sep	\$42
NV	Incline Village/Crystal Bay	City limits of Incline Village and Crystal Bay	16-Sep	14-May	\$42
NV	Las Vegas	Clark County; Nellis AFB			\$42
NV	Stateline	Douglas (see also South Lake Tahoe, CA)			\$46
NH	Concord	Merrimack	1-May	31-Oct	\$38
NH	Concord	Merrimack	1-Nov	30-Apr	\$38
NH	Conway	Carroll			\$42
NH	Durham	Strafford			\$34
NH	Hanover/Sullivan County	Grafton and Sullivan			\$38
NH	Laconia	Belknap			\$38
NH	Manchester	Hillsborough			\$38
NH	Newington	Rockingham County; Pease AFB (except Portsmouth)	1-Jul	31-Oct	\$38
NH	Newington	Rockingham County; Pease AFB (except Portsmouth)	1-Nov	30-Jun	\$38
NH	Portsmouth	City limits of Portsmouth (see Rockingham County)	1-Jan	15-Oct	\$42
NH	Portsmouth	City limits of Portsmouth (see Rockingham County)	16-Oct	31-Dec	\$42

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003		M&I Rate = Meals & Incidental Expenses			
State	Key City	County Location	From/To		M&I Rate
NJ	Atlantic City	Atlantic	1-Jun	30-Nov	\$46
NJ	Atlantic City	Atlantic	1-Dec	31-May	\$46
NJ	Cape May	Cape May (except Ocean City)	1-Jun	30-Nov	\$46
NJ	Cape May	Cape May (except Ocean City)	1-Dec	31-May	\$46
NJ	Cherry Hill/Camden/Moorestown	Camden and Burlington			\$46
NJ	Eatontown	Monmouth County; Fort Monmouth; (except Freehold)			\$42
NJ	Edison	Middlesex (except Piscataway)			\$34
NJ	Flemington	Hunterdon			\$38
NJ	Freehold	City limits of Freehold (see Monmouth County)			\$38
NJ	Millville	Cumberland			\$34
NJ	Newark	Essex, Bergen, Hudson and Passaic			\$46
NJ	Ocean City	City limits of Ocean City (see Cape May County)	15-Jun	15-Sep	\$42
NJ	Ocean City	City limits of Ocean City (see Cape May County)	16-Sep	14-Jun	\$42
NJ	Parsippany/Picatinney Arsenal/Dover	Morris			\$42
NJ	Piscataway/Belle Mead	Somerset; and City limits of Piscataway			\$42
NJ	Princeton/Trenton	Mercer			\$46
NJ	Tom's River	Ocean	15-May	15-Sep	\$42
NJ	Tom's River	Ocean	16-Sep	14-May	\$42
NJ	Union County	Union			\$42
NM	Albuquerque	Bernalillo			\$42
NM	Cloudcroft	Otero	1-Jun	31-Oct	\$34
NM	Cloudcroft	Otero	1-Nov	31-May	\$34
NM	Las Cruces	Dona/Ana			\$34
NM	Los Alamos	Los Alamos			\$38
NM	Santa Fe	Santa Fe			\$46
NM	Taos	Taos			\$38
NY	Albany	Albany			\$46
NY	The Bronx/Brooklyn/Queens	The boroughs of The Bronx, Brooklyn and Queens			\$46
NY	Buffalo	Erie			\$42
NY	Glens Falls	Warren	1-Jun	30-Sep	\$38
NY	Glens Falls	Warren	1-Oct	31-May	\$38
NY	Ithaca	Tompkins			\$38
NY	Kingston	Ulster			\$42
NY	Lake Placid	Essex	15-Jun	15-Oct	\$42
NY	Lake Placid	Essex	16-Oct	14-Jun	\$42
NY	Manhattan	The borough of Manhattan			\$50
NY	Nassau County/Great Neck	Nassau			\$46
NY	Niagara Falls	Niagara	1-May	31-Oct	\$38
NY	Niagara Falls	Niagara	1-Nov	30-Apr	\$38
NY	Nyack/Palisades	Rockland	1-Apr	30-Sep	\$42
NY	Nyack/Palisades	Rockland	1-Oct	31-Mar	\$42
NY	Owego	Tioga			\$34

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
NY	Poughkeepsie	Dutchess			\$42
NY	Rochester	Monroe			\$46
NY	Saratoga Springs	Saratoga	1-Jul	31-Oct	\$42
NY	Saratoga Springs	Saratoga	1-Nov	30-Jun	\$42
NY	Staten Island	Richmond			\$46
NY	Suffolk County	Suffolk			\$42
NY	Syracuse	Onondaga			\$38
NY	Tarrytown	Westchester (except White Plains)			\$46
NY	Waterloo/Romulus	Seneca	15-Jun	15-Sep	\$34
NY	Waterloo/Romulus	Seneca	16-Sep	14-Jun	\$34
NY	Watkins Glen	Schuyler			\$38
NY	West Point	Orange			\$38
NY	White Plains	City limits of White Plains (see Westchester County)			\$46
NC	Atlantic Beach	Carteret	1-Jun	31-Aug	\$34
NC	Atlantic Beach	Carteret	1-Sep	31-May	\$34
NC	Chapel Hill	Orange			\$42
NC	Charlotte	Mecklenburg			\$42
NC	Cherokee	Swain	1-Apr	31-Oct	\$34
NC	Cherokee	Swain	1-Nov	31-Mar	\$34
NC	Fayetteville	Cumberland			\$38
NC	Greensboro	Guilford			\$42
NC	Greenville	Pitt			\$34
NC	Kill Devil	Dare	1-May	30-Sep	\$42
NC	Kill Devil	Dare	1-Oct	28-Feb	\$42
NC	Kill Devil	Dare	1-Mar	30-Apr	\$42
NC	New Bern/Havelock	Craven			\$38
NC	Raleigh	Wake			\$42
NC	Research Triangle Park/Durham	Durham			\$46
NC	Wilmington	New Hanover	1-Apr	15-Sep	\$38
NC	Wilmington	New Hanover	16-Sep	31-Mar	\$38
NC	Winston-Salem	Forsyth			\$42
ND	NORTH DAKOTA (See footnote 5)				
OH	Akron	Summit			\$42
OH	Bellevue	Huron			\$34
OH	Cambridge	Guernsey			\$34
OH	Cincinnati	Hamilton and Warren			\$50
OH	Cleveland	Cuyahoga			\$46
OH	Columbus	Franklin			\$42
OH	Dayton	Montgomery, Wright-Patterson AFB			\$34
OH	Fairborn	Greene			\$38
OH	Geneva	Ashtabula			\$38
OH	Hamilton	Butler			\$38
OH	Lancaster	Fairfield			\$34
OH	Port Clinton/Oak Harbor	Ottawa	1-Jun	5-Sep	\$38

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
OH	Port Clinton/Oak Harbor	Ottawa	6-Sep	31-May	\$38
OH	Sandusky	Erie	1-May	5-Sep	\$42
OH	Sandusky	Erie	6-Sep	30-Apr	\$42
OH	Toledo	Lucas			\$34
OK	Oklahoma City	Oklahoma			\$42
OR	Ashland	Jackson			\$46
OR	Beaverton	Washington			\$42
OR	Bend	Deschutes	1-Jun	30-Sep	\$42
OR	Bend	Deschutes	1-Oct	31-May	\$42
OR	Clackamas	Clackamas			\$38
OR	Crater Lake	Klamath			\$34
OR	Eugene	Lane (except Florence)			\$42
OR	Florence	City limits of Florence (see Lane County)			\$38
OR	Gold Beach	Curry			\$34
OR	Lincoln City/Newport	Lincoln			\$38
OR	Portland	Multnomah			\$42
OR	Seaside	Clatsop	1-Jul	31-Aug	\$38
OR	Seaside	Clatsop	1-Sep	30-Jun	\$38
PA	Allentown	Lehigh			\$34
PA	Chester/Radnor/Essington	Delaware (except Wayne)			\$38
PA	Easton	Northampton			\$34
PA	Erie	Erie			\$34
PA	Gettysburg	Adams	1-May	31-Oct	\$38
PA	Gettysburg	Adams	1-Nov	30-Apr	\$38
PA	Harrisburg	Dauphin (except Hershey)			\$46
PA	Hershey	City limits of Hershey (see Dauphin County)	1-Jun	15-Sep	\$42
PA	Hershey	City limits of Hershey (see Dauphin County)	16-Sep	31-May	\$42
PA	King of Prussia/Ft. Washington/Bala Cynwyd	Montgomery (Effective Oct 1, 2002--Nov 7, 2002)	1-Apr	30-Nov	\$46
PA	King of Prussia/Ft. Washington/Bala Cynwyd	Montgomery (Effective Oct 1, 2002--Nov 7, 2002)	1-Dec	31-Mar	\$46
PA	King of Prussia/Ft. Washington/Bala Cynwyd	Montgomery (Effective Nov 8, 2002)			\$46
PA	Lancaster	Lancaster	1-May	31-Oct	\$42
PA	Lancaster	Lancaster	1-Nov	30-Apr	\$42
PA	Malvern/Downington/Valley Forge	Chester			\$42
PA	Mechanicsburg	Cumberland			\$34
PA	Philadelphia	Philadelphia (Effective Oct 1, 2002-- Nov 7, 2002)			\$50
PA	Philadelphia	Philadelphia (Effective Nov 8, 2002)			\$50
PA	Pittsburgh	Allegheny			\$46
PA	Reading	Berks			\$42
PA	Scranton	Lackawanna			\$34
PA	Warminster	Bucks County; Naval Air Development Center			\$38
PA	Wayne	City limits of Wayne (see Delaware County)			\$46
RI	East Greenwich	Kent County; Naval Construction Battalion Center, Davisville			\$42

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
RI	Newport	Newport	1-Apr	31-Dec	\$46
RI	Newport	Newport	1-Jan	31-Mar	\$46
RI	North Kingstown	Washington			\$30
RI	Providence	Providence			\$46
SC	Aiken	Aiken			\$34
SC	Charleston/Berkeley County	Charleston and Berkeley			\$42
SC	Columbia	Richland			\$34
SC	Greenville	Greenville			\$42
SC	Hilton Head	Beaufort	15-Mar	30-Sep	\$46
SC	Hilton Head	Beaufort	1-Oct	14-Mar	\$46
SC	Myrtle Beach	Horry County; Myrtle Beach AFB	1-Mar	30-Nov	\$46
SC	Myrtle Beach	Horry County; Myrtle Beach AFB	1-Dec	28-Feb	\$46
SD	Custer	Custer	15-Jun	19-Aug	\$34
SD	Custer	Custer	20-Aug	14-Jun	\$34
SD	Hot Springs	Fall River	15-Jun	15-Oct	\$34
SD	Hot Springs	Fall River	16-Oct	14-Jun	\$34
SD	Rapid City	Pennington	15-May	30-Sep	\$34
SD	Rapid City	Pennington	1-Oct	14-May	\$34
SD	Sturgis	Meade	15-Jun	15-Aug	\$30
SD	Sturgis	Meade	16-Aug	14-Jun	\$30
TN	Alcoa/Townsend	Blount			\$34
TN	Gatlinburg	Sevier	1-May	31-Oct	\$42
TN	Gatlinburg	Sevier	1-Nov	30-Apr	\$42
TN	Memphis	Shelby			\$42
TN	Murfreesboro	Rutherford			\$34
TN	Nashville	Davidson			\$46
TN	Williamson County	Williamson			\$34
TX	Amarillo	Potter			\$34
TX	Arlington/Grapevine	Tarrant			\$38
TX	Austin	Travis			\$42
TX	Bryan	Brazos (except College Station)			\$34
TX	College Station	City limits of College Station (see Brazos County)			\$38
TX	Corpus Christi	Nueces			\$42
TX	Dallas	Dallas			\$46
TX	El Paso	El Paso			\$34
TX	Fort Davis	Jeff Davis			\$34
TX	Fort Worth	City limits of Fort Worth			\$42
TX	Galveston	Galveston			\$46
TX	Granbury	Hood			\$30
TX	Houston	Harris County; L.B. Johnson Space Center and Ellington AFB.			\$46
TX	Killeen	Bell			\$34
TX	Laredo	Webb			\$34
TX	McAllen	Hidalgo			\$38
TX	Plano	Collin			\$38
TX	San Antonio	Bexar			\$46

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
TX	South Padre Island	Cameron	1-Mar	15-Aug	\$38
TX	South Padre Island	Cameron	16-Aug	28-Feb	\$38
TX	Waco	McLennan			\$34
UT	Bullfrog	Garfield			\$34
UT	Cedar City	Iron			\$38
UT	Moab	Grand	15-Mar	31-Oct	\$38
UT	Moab	Grand	1-Nov	14-Mar	\$38
UT	Ogden/Layton/Davis County	Weber and Davis			\$38
UT	Park City	Summit	15-Dec	31-Mar	\$46
UT	Park City	Summit	1-Apr	14-Dec	\$46
UT	Provo	Utah	1-Mar	31-Oct	\$42
UT	Provo	Utah	1-Nov	28-Feb	\$42
UT	Salt Lake City	Salt Lake and Dugway Proving Ground and Tooele Army Depot			\$38
VT	Burlington/St. Albans	Chittenden and Franklin			\$38
VT	Manchester	Bennington			\$46
VT	Middlebury	Addison			\$42
VT	Montpelier	Washington			\$34
VT	White River Junction	Windsor	15-Sep	31-Oct	\$34
VT	White River Junction	Windsor	1-Nov	14-Sep	\$34
VA	(For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see District of Columbia.)				\$50
VA	Charlottesville*				\$46
VA	Colonial Heights*				\$34
VA	Dinwiddie County	Dinwiddie			\$34
VA	Fredricksburg	Spotsylvania and Stafford			\$30
VA	Hopewell				\$34
VA	Lynchburg*				\$42
VA	Manassas/Woodbridge	Prince William			\$38
VA	Petersburg				\$34
VA	Prince George County	Prince George			\$34
VA	Richmond*	Chesterfield and Henrico Counties, also Defense Supply Center			\$42
VA	Roanoke*				\$38
VA	Virginia Beach*	Virginia Beach (also Norfolk, Portsmouth and Chesapeake)*	1-Apr	31-Oct	\$42
VA	Virginia Beach*	Virginia Beach (also Norfolk, Portsmouth and Chesapeake)*	1-Nov	31-Mar	\$42
VA	Wallops Island	Accomack	1-Jun	5-Sep	\$38
VA	Wallops Island	Accomack	6-Sep	31-May	\$38
VA	Williamsburg*	Williamsburg (also Hampton, Newport News, York County, Naval Weapons Station, Yorktown)*	1-Apr	31-Oct	\$42

Appendix A: 2003 Maximum US CONUS Per Diem Rates

Effective July 1, 2003			M&I Rate = Meals & Incidental Expenses		
State	Key City	County Location	From/To		M&I Rate
VA	Williamsburg*	Williamsburg (also Hampton, Newport News, York County, Naval Weapons Station, Yorktown)*	1-Nov	31-Mar	\$42
VA	Wintergreen	Nelson			\$46
	*Denotes independent cities.				
WA	Anacortes	Skagit and Island			\$42
WA	Bremerton	Kitsap			\$38
WA	Everett	Snohomish (except Lynnwood)			\$42
WA	Friday Harbor	San Juan	1-May	30-Sep	\$46
WA	Friday Harbor	San Juan	1-Oct	30-Apr	\$46
WA	Lynnwood	City limits of Lynnwood (see Snohomish County)			\$38
WA	Ocean Shores	Grays Harbor	1-Apr	30-Sep	\$42
WA	Ocean Shores	Grays Harbor	1-Oct	31-Mar	\$42
WA	Olympia/Tumwater	Thurston			\$42
WA	Port Angeles	City limits of Port Angeles (see Clallam County)			\$42
WA	Port Townsend	Jefferson			\$38
WA	Seattle	King			\$50
WA	Sequim	Clallam (except Port Angeles)	29-Jun	1-Sep	\$38
WA	Sequim	Clallam (except Port Angeles)	2-Sep	28-Jun	\$38
WA	Spokane	Spokane			\$42
WA	Tacoma	Pierce			\$34
WV	Berkeley Springs	Morgan			\$38
WV	Charleston	Kanawha			\$42
WV	Martinsburg/Hedgesville	Berkeley			\$34
WV	Morgantown	Monongalia			\$38
WV	Shepherdstown	Jefferson			\$38
WV	Wheeling	Ohio			\$38
WI	Brookfield	Waukesha			\$42
WI	Green Bay	Brown			\$38
WI	Lake Geneva	Walworth	1-Jun	4-Sep	\$42
WI	Lake Geneva	Walworth	5-Sep	31-May	\$42
WI	Madison	Dane			\$42
WI	Milwaukee	Milwaukee			\$46
WI	Racine	Racine			\$34
WI	Sheboygan	Sheboygan			\$34
WI	Sturgeon Bay	Door	15-May	15-Oct	\$38
WI	Sturgeon Bay	Door	16-Oct	14-May	\$38
WI	Wisconsin Dells	Columbia	1-Jun	30-Sep	\$42
WI	Wisconsin Dells	Columbia	1-Oct	31-May	\$42
WY	Cody	Park	15-May	15-Oct	\$34
WY	Cody	Park	16-Oct	14-May	\$34
WY	Jackson	Teton	1-Nov	15-Sep	\$46
WY	Jackson	Teton	16-Sep	31-Oct	\$46

Appendix B: 2003 Maximum for Travel to Alaska, Hawaii, the Commonwealth of Puerto Rico and the Northern Mariana Islands, and Possessions of the United States				
Effective July 1, 2003				
State	Key City	Effective Dates	Maximum Allowance	
Alaska	ANCHORAGE (Incl. Nav. Res.)	05/01 - 09/15	\$68	
		09/16 - 04/30	\$62	
	BARROW		\$76	
	BETHEL		\$53	
	CLEAR AB		\$44	
	COLD BAY		\$58	
	COLDFOOT		\$57	
	COPPER CENTER		\$50	
	CORDOVA		\$71	
	CRAIG		\$46	
	DEADHORSE		\$54	
	DELTA JUNCTION		\$46	
	DENALI NATIONAL PARK	06/01 - 08/31	\$53	
		09/01 - 05/31	\$50	
	DILLINGHAM		\$55	
	DUTCH HARBOR-UNALASKA		\$62	
	EARECKSON AIR STA		\$44	
	EIELSON AFB	05/01 - 09/15	\$62	
		09/16 - 04/30	\$56	
	ELMENDORF AFB	05/01 - 09/15	\$68	
		09/16 - 04/30	\$62	
	FAIRBANKS	05/01 - 09/15	\$62	
		09/16 - 04/30	\$56	
	FOOTLOOSE		\$14	
	FT. GREELY		\$46	
	FT. RICHARDSON	05/01 - 09/15	\$68	
		09/16 - 04/30	\$62	
	FT. WAINWRIGHT	05/01 - 09/15	\$62	
		09/16 - 04/30	\$56	
	GLENNALLEN	05/01 - 09/30	\$49	
		10/01 - 04/30	\$45	
	HEALY	06/01 - 08/31	\$53	
		09/01 - 05/31	\$50	
	HOMER	05/15 - 09/15	\$61	
		09/16 - 05/14	\$58	
	JUNEAU		\$66	
	KAKTOVIK		\$69	
	KAVIK CAMP		\$55	
	KENAI-SOLDOTNA	04/01 - 10/31	\$61	
		11/01 - 03/31	\$57	
	KENNICOTT		\$62	
	KETCHIKAN	05/01 - 09/30	\$64	
		10/01 - 04/30	\$64	
	KING SALMON	05/01 - 10/01	\$73	
		10/02 - 04/30	\$65	
	KLAWOCK		\$46	

Appendix B: 2003 Maximum for Travel to Alaska, Hawaii, the Commonwealth of Puerto Rico and the Northern Mariana Islands, and Possessions of the United States				
Effective July 1, 2003				
State	Key City	Effective Dates	Maximum Allowance	
	KODIAK		\$65	
	KOTZEBUE	05/01 - 08/31	\$79	
		09/01 - 04/30	\$77	
	KULIS AGS	05/01 - 09/15	\$68	
		09/16 - 04/30	\$62	
	MCCARTHY		\$62	
	METLAKATLA	05/30 - 10/01	\$38	
		10/02 - 05/29	\$38	
	MURPHY DOME	05/01 - 09/15	\$62	
		09/16 - 04/30	\$56	
	NOME		\$82	
	NUIQSUT		\$42	
	POINT HOPE		\$56	
	POINT LAY		\$54	
	PORT ALSWORTH		\$70	
	PRUDHOE BAY		\$54	
	SEWARD	05/31 - 09/30	\$84	
		10/01 - 05/30	\$77	
	SITKA-MT. EDGE CUM	05/16 - 09/16	\$78	
		09/17 - 05/15	\$78	
	SKAGWAY	05/01 - 09/30	\$64	
		10/01 - 04/30	\$64	
	SPRUCE CAPE		\$65	
	ST. GEORGE		\$31	
	TALKEETNA		\$71	
	TANANA		\$82	
	TOGIAK		\$31	
	UMIAT		\$16	
	VALDEZ	05/01 - 10/01	\$57	
		10/02 - 04/30	\$53	
	WAINWRIGHT		\$66	
	WASILLA		\$48	
	WRANGELL	05/01 - 09/30	\$64	
		10/01 - 04/30	\$64	
	YAKUTAT		\$54	
	[OTHER]		\$44	
American Samoa	AMERICAN SAMOA		\$54	
Guam	GUAM		\$61	
Hawaii	CAMP H M SMITH		\$58	
	EASTPAC NAVAL COM		\$58	
	FT. DERUSSEY		\$58	
	FT. SHAFTER		\$58	
	HICKAM AFB		\$58	
	HONOLULU		\$58	

Appendix B: 2003 Maximum for Travel to Alaska, Hawaii, the Commonwealth of Puerto Rico and the Northern Mariana Islands, and Possessions of the United States				
Effective July 1, 2003				
State	Key City	Effective Dates	Maximum Allowance	
	HILO		\$55	
	ISLE OF HAWAII: OTHER		\$43	
	ISLE OF KAUAI	05/01 - 11/30	\$70	
		12/01 - 04/30	\$74	
	ISLE OF KURE		\$33	
	ISLE OF MAUI		\$71	
	ISLE OF OAHU		\$58	
	KEKAHA PACIFIC MISSILE RANGE	05/01 - 11/30	\$70	
		12/01 - 04/30	\$74	
	KILAUEA MILITARY		\$55	
	LANAI		\$110	
	LUALUALEI NAVAL M		\$58	
	MCB HAWAII		\$58	
	MOLOKAI		\$89	
	NAS BARBERS POINT		\$58	
	PEARL HARBOR (Incl. All Military)		\$58	
	SCHOFIELD BARRACK		\$58	
	WHEELER ARMY AIRF		\$58	
	[OTHER]		\$49	
Johnson Atoll	JOHNSTON ATOLL		\$11	
Midway Islands	MIDWAY ISLANDS		\$38	
Northern Mariana Islands	ROTA		\$58	
	SAIPAN		\$70	
	TINIAN		\$57	
	[OTHER]		\$58	
Puerto Rico	BAYAMON	04/11 - 12/23	\$57	
		12/24 - 04/10	\$60	
	CAROLINA	04/11 - 12/23	\$57	
		12/24 - 04/10	\$60	
	FAJARDO		\$43	
	FT. BUCHANAN [INC	04/11 - 12/23	\$57	
		12/24 - 04/10	\$60	
	HUMACAO		\$43	
	LUIS MUNOZ MARIN	04/11 - 12/23	\$57	
		12/24 - 04/10	\$60	
	MAYAGUEZ		\$47	
	PONCE		\$55	
	ROOSEVELT RDS & N		\$43	
	SABANA SECA	04/11 - 12/23	\$57	
		12/24 - 04/10	\$60	
	SAN JUAN & NAV RE	04/11 - 12/23	\$57	
		12/24 - 04/10	\$60	
	[OTHER]		\$46	

Appendix B: 2003 Maximum for Travel to Alaska, Hawaii,			
the Commonwealth of Puerto Rico and the Northern Mariana Islands,			
and Possessions of the United States			
Effective July 1, 2003			
State	Key City	Effective Dates	Maximum Allowance
Virgin Islands	ST. CROIX	04/15 - 12/14	\$58
(US)		12/15 - 04/14	\$61
	ST. JOHN	04/15 - 12/14	\$67
		12/15 - 04/14	\$80
	ST. THOMAS	04/15 - 12/14	\$58
		12/15 - 04/14	\$69
Wake Island	WAKE ISLAND		\$26

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Afghanistan	[Other]	1-Jan	31-Dec	\$50
Afghanistan	Kabul	1-Jan	31-Dec	\$100
Albania	[Other]	1-Jan	31-Dec	\$25
Albania	Tirana	1-Jan	31-Dec	\$66
Algeria	[Other]	1-Jan	31-Dec	\$39
Algeria	Algiers	1-Jan	31-Dec	\$76
Andorra	Andorra	1-Jan	31-Dec	\$73
Angola	[Other]	1-Jan	31-Dec	\$116
Angola	Luanda	1-Jan	31-Dec	\$116
Antigua and Barbuda	[Other]	15-Dec	15-Apr	\$18
Antigua and Barbuda	[Other]	16-Apr	14-Dec	\$18
Antigua and Barbuda	Antigua and Barbuda	16-Apr	14-Dec	\$84
Antigua and Barbuda	Antigua and Barbuda	15-Dec	15-Apr	\$91
Argentina	[Other]	1-Jan	31-Dec	\$56
Argentina	Buenos Aires	1-Jan	31-Dec	\$53
Armenia	[Other]	1-Jan	31-Dec	\$54
Armenia	Yerevan	1-Jan	31-Dec	\$54
Ascension Island	Ascension Island	1-Jan	31-Dec	\$22
Australia	[Other]	1-Jan	31-Dec	\$66
Australia	Adelaide	1-Jan	31-Dec	\$90
Australia	Cairns	1-Jan	31-Dec	\$71
Australia	Canberra	1-Jan	31-Dec	\$58
Australia	Melbourne	1-Jan	31-Dec	\$93
Australia	Perth	1-Jan	31-Dec	\$87
Australia	Sydney	1-Jan	31-Dec	\$73
Austria	[Other]	1-Jan	31-Dec	\$80
Austria	Graz	1-Jan	31-Dec	\$70
Austria	Innsbruck	1-Jan	31-Dec	\$80
Austria	Linz	1-Jan	31-Dec	\$65
Austria	Salzburg	1-Jan	31-Dec	\$91
Austria	Vienna	1-Jan	31-Dec	\$102
Azerbaijan	[Other]	1-Jan	31-Dec	\$97
Azerbaijan	Baku	1-Jan	31-Dec	\$97
Azores	[Other]	1-Nov	31-Mar	\$42
Azores	[Other]	1-Apr	31-Oct	\$43
Azores	Faial Island	1-Nov	31-Mar	\$46
Azores	Faial Island	1-Apr	31-Oct	\$47
Azores	Ponta Delgada	1-Oct	31-Mar	\$57
Azores	Ponta Delgada	1-Apr	30-Sep	\$59
Azores	Sao Miguel Island	1-Oct	31-Mar	\$57
Azores	Sao Miguel Island	1-Apr	30-Sep	\$59
Bahamas, The	[Other]	1-Jan	31-Dec	\$85
Bahamas, The	Andros Island	1-Jan	31-Dec	\$85
Bahamas, The	Andros Island (AUTEC)	1-Jan	31-Dec	\$13
Bahamas, The	Eleuthera Island	1-Jan	31-Dec	\$87

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Bahamas, The	Grand Bahama Island	16-Apr	14-Dec	\$98
Bahamas, The	Grand Bahama Island	15-Dec	15-Apr	\$102
Bahamas, The	Nassau	17-Jun	16-Nov	\$133
Bahamas, The	Nassau	17-Nov	16-Jun	\$137
Bahrain	Bahrain	1-Jan	31-Dec	\$96
Balearic Islands	Balearic Islands	1-Jan	31-Dec	\$74
Bangladesh	[Other]	1-Jan	31-Dec	\$45
Bangladesh	Dhaka	1-Jan	31-Dec	\$58
Barbados	Barbados	16-Apr	14-Dec	\$97
Barbados	Barbados	15-Dec	15-Apr	\$109
Belarus	[Other]	1-Jan	31-Dec	\$49
Belarus	Minsk	1-Jan	31-Dec	\$49
Belgium	[Other]	1-Jan	31-Dec	\$61
Belgium	Antwerp	1-Jan	31-Dec	\$70
Belgium	Bertrix	1-Jan	31-Dec	\$31
Belgium	Brugge	1-Jan	31-Dec	\$70
Belgium	Brussels	1-Jan	31-Dec	\$110
Belgium	Diegem	1-Jan	31-Dec	\$110
Belgium	Florennes	1-Jan	31-Dec	\$31
Belgium	Gent	1-Jan	31-Dec	\$43
Belgium	Gosselies	1-Jan	31-Dec	\$69
Belgium	Herstal	1-Jan	31-Dec	\$35
Belgium	Leuven	1-Jan	31-Dec	\$52
Belgium	Liege	1-Jan	31-Dec	\$35
Belgium	Mons	1-Jan	31-Dec	\$69
Belgium	Ostende	1-Jan	31-Dec	\$70
Belgium	SHAPE/Chievres	1-Jan	31-Dec	\$69
Belgium	Zaventem	1-Jan	31-Dec	\$110
Belize	[Other]	1-Jan	31-Dec	\$80
Belize	Belize City	1-Jan	31-Dec	\$80
Benin	[Other]	1-Jan	31-Dec	\$39
Benin	Cotonou	1-Jan	31-Dec	\$47
Bermuda	Bermuda	1-Apr	30-Nov	\$142
Bermuda	Bermuda	1-Dec	31-Mar	\$139
Bhutan	Bhutan	1-Jan	31-Dec	\$19
Bolivia	[Other]	1-Jan	31-Dec	\$29
Bolivia	Cochabamba	1-Jan	31-Dec	\$38
Bolivia	La Paz	1-Jan	31-Dec	\$42
Bolivia	Santa Cruz	1-Jan	31-Dec	\$39
Bosnia-Herzegovina	[Other]	1-Jan	31-Dec	\$54
Bosnia-Herzegovina	Sarajevo	1-Jan	31-Dec	\$54
Botswana	[Other]	1-Jan	31-Dec	\$52
Botswana	Gaborone	1-Jan	31-Dec	\$52
Botswana	Kasane	1-Jan	31-Dec	\$36
Botswana	Selebi Phikwe	1-Jan	31-Dec	\$52
Brazil	[Other]	1-Jan	31-Dec	\$56

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Brazil	Angra dos Reis	1-Jan	31-Dec	\$61
Brazil	Belem	1-Jan	31-Dec	\$67
Brazil	Belo Horizonte	1-Jan	31-Dec	\$38
Brazil	Brasilia	1-Jan	31-Dec	\$54
Brazil	Campinas	1-Jan	31-Dec	\$64
Brazil	Campo Grande	1-Jan	31-Dec	\$48
Brazil	Curitiba	1-Jan	31-Dec	\$73
Brazil	Fortaleza	1-Jan	31-Dec	\$61
Brazil	Foz do Iguacu	1-Jan	31-Dec	\$57
Brazil	Goiania	1-Jan	31-Dec	\$82
Brazil	Joao Pessoa	1-Jan	31-Dec	\$50
Brazil	Manaus	1-Jan	31-Dec	\$63
Brazil	Natal	1-Jan	31-Dec	\$55
Brazil	Peixoto	1-Jan	31-Dec	\$32
Brazil	Porto Alegre	1-Jan	31-Dec	\$54
Brazil	Recife, Pernambuco	1-Jan	31-Dec	\$73
Brazil	Ribeirao Preto	1-Jan	31-Dec	\$62
Brazil	Rio de Janeiro	1-Jan	31-Dec	\$82
Brazil	Salvador da Bahia	1-Jan	31-Dec	\$51
Brazil	Sao Luis	1-Jan	31-Dec	\$56
Brazil	Sao Paulo	1-Jan	31-Dec	\$82
Brazil	Teresina	1-Jan	31-Dec	\$55
British West Indies	[Other]	1-May	30-Nov	\$55
British West Indies	[Other]	1-Dec	30-Apr	\$58
British West Indies	Anguilla	1-May	30-Nov	\$100
British West Indies	Anguilla	1-Dec	30-Apr	\$115
British West Indies	Cayman Islands	1-May	30-Nov	\$80
British West Indies	Cayman Islands	1-Dec	30-Apr	\$83
British West Indies	Virgin Islands, British	1-May	30-Nov	\$57
British West Indies	Virgin Islands, British	1-Dec	30-Apr	\$62
Brunei	[Other]	1-Jan	31-Dec	\$48
Brunei	Bandar Seri Begawan	1-Jan	31-Dec	\$93
Bulgaria	[Other]	1-Jan	31-Dec	\$46
Bulgaria	Bourgas	1-Jan	31-Dec	\$25
Bulgaria	Plovdiv	1-Jan	31-Dec	\$25
Bulgaria	Ruse	1-Jan	31-Dec	\$32
Bulgaria	Sofia	1-Jan	31-Dec	\$57
Bulgaria	Varna	1-Jan	31-Dec	\$55
Burkina	[Other]	1-Jan	31-Dec	\$34
Burkina	Bobo Dioulasso	1-Jan	31-Dec	\$34
Burkina	Ouagadougou	1-Jan	31-Dec	\$44
Burma	[Other]	1-Jan	31-Dec	\$24
Burma	Rangoon	1-Jan	31-Dec	\$63
Burundi	[Other]	1-Jan	31-Dec	\$51
Burundi	Bujumbura	1-Jan	31-Dec	\$51
Cambodia	[Other]	1-Jan	31-Dec	\$30

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Cambodia	Phnom Penh	1-Jan	31-Dec	\$67
Cambodia	Siem Riep	1-Jan	31-Dec	\$30
Cameroon	[Other]	1-Jan	31-Dec	\$18
Cameroon	Douala	1-Jan	31-Dec	\$65
Cameroon	Yaounde	1-Jan	31-Dec	\$65
Canada	[Other]	1-Jan	31-Dec	\$53
Canada	Banff	1-Nov	30-Apr	\$45
Canada	Banff	1-May	31-Oct	\$49
Canada	Calgary	1-Jan	31-Dec	\$66
Canada	Dartmouth	1-Jan	31-Dec	\$59
Canada	Edmonton	1-Jan	31-Dec	\$51
Canada	Fredericton	1-Jan	31-Dec	\$47
Canada	Gander, Newfoundland	1-Jan	31-Dec	\$43
Canada	Halifax	1-Jan	31-Dec	\$59
Canada	Mississauga	1-Jan	31-Dec	\$54
Canada	Moncton	1-Jan	31-Dec	\$72
Canada	Montreal	1-Jan	31-Dec	\$80
Canada	Northwest Territories	1-Jan	31-Dec	\$51
Canada	Ottawa	1-Jan	31-Dec	\$55
Canada	Prince Edward Island	1-Nov	22-May	\$53
Canada	Prince Edward Island	23-May	31-Oct	\$57
Canada	Quebec	1-Oct	30-Apr	\$81
Canada	Quebec	1-May	30-Sep	\$91
Canada	Richmond	16-Oct	30-Apr	\$79
Canada	Richmond	1-May	15-Oct	\$81
Canada	Saint John's	1-Jan	31-Dec	\$73
Canada	Sidney	16-Oct	30-Apr	\$72
Canada	Sidney	1-May	15-Oct	\$83
Canada	Toronto	1-Jan	30-Apr	\$74
Canada	Toronto	1-May	31-Dec	\$76
Canada	Vancouver	16-Oct	30-Apr	\$82
Canada	Vancouver	1-May	15-Oct	\$87
Canada	Victoria	16-Oct	30-Apr	\$72
Canada	Victoria	1-May	15-Oct	\$83
Canada	Winnipeg	1-Jan	31-Dec	\$60
Canary Islands	Canary Islands	1-Jan	31-Dec	\$35
Cape Verde	[Other]	1-Jan	31-Dec	\$55
Cape Verde	Boa Vista Island	1-Jan	31-Dec	\$55
Cape Verde	Praia	1-Jan	31-Dec	\$85
Cape Verde	Sal Island	1-Jan	31-Dec	\$96
Cape Verde	Sao Tiago Island	1-Jan	31-Dec	\$27
Cape Verde	Sao Vicente Island	1-Jan	31-Dec	\$78
Central African Republic	[Other]	1-Jan	31-Dec	\$61
Central African Republic	Bangui	1-Jan	31-Dec	\$61
Chad	[Other]	1-Jan	31-Dec	\$23
Chad	Ndjamena	1-Jan	31-Dec	\$75

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Chagos Archipelago	Chagos Archipelago	1-Jan	31-Dec	\$29
Chile	[Other]	1-Jan	31-Dec	\$68
Chile	Santiago	1-Jan	31-Dec	\$68
China	[Other]	1-Jan	31-Dec	\$51
China	Beijing	1-Jan	31-Dec	\$82
China	Chengdu	1-Jan	31-Dec	\$80
China	Chongqing	1-Jan	31-Dec	\$83
China	Dalian	1-Jan	31-Dec	\$64
China	Fuzhou	1-Jan	31-Dec	\$57
China	Guangzhou	1-Jan	31-Dec	\$101
China	Hangzhou	1-Jan	31-Dec	\$52
China	Harbin	1-Jan	31-Dec	\$82
China	Kunming	1-Jan	31-Dec	\$75
China	Lhasa	1-Jan	31-Dec	\$100
China	Nanjing	1-Jan	31-Dec	\$66
China	Shanghai	1-Jan	31-Dec	\$104
China	Shantou	1-Jan	31-Dec	\$50
China	Shenyang	1-Jan	31-Dec	\$79
China	Shenzhen	1-Jan	31-Dec	\$57
China	Tianjin	1-Jan	31-Dec	\$88
China	Xiamen	1-Jan	31-Dec	\$52
China	Xian	1-Jan	31-Dec	\$55
Cocos (Keeling) Islands	Cocos Islands	1-Jan	31-Dec	\$50
Colombia	[Other]	1-Jan	31-Dec	\$35
Colombia	Barranquilla	1-Jan	31-Dec	\$65
Colombia	Bogota	1-Jan	31-Dec	\$56
Colombia	Buenaventura	1-Jan	31-Dec	\$78
Colombia	Cali	1-Jan	31-Dec	\$76
Colombia	Cartagena	1-Jan	31-Dec	\$84
Colombia	Medellin	1-Jan	31-Dec	\$71
Colombia	San Andres	1-Jan	31-Dec	\$69
Colombia	Santa Marta	1-Jan	31-Dec	\$46
Comoros	[Other]	1-Jan	31-Dec	\$45
Comoros	Moroni	1-Jan	31-Dec	\$81
Congo	[Other]	1-Jan	31-Dec	\$64
Congo	Brazzaville	1-Jan	31-Dec	\$64
Congo, Democratic Republic of	[Other]	1-Jan	31-Dec	\$117
Congo, Democratic Republic of	Bukavu	1-Jan	31-Dec	\$147
Congo, Democratic Republic of	Goma	1-Jan	31-Dec	\$134
Congo, Democratic Republic of	Kinshasa	1-Jan	31-Dec	\$114
Congo, Democratic Republic of	Lubumbashi	1-Jan	31-Dec	\$117
Congo, Democratic Republic of	Mbuji Mayi, Kasai	1-Jan	31-Dec	\$109
Cook Islands	[Other]	1-Jan	31-Dec	\$47
Cook Islands	Rarotonga	1-Jan	31-Dec	\$47
Costa Rica	[Other]	1-Jan	31-Dec	\$78
Costa Rica	San Jose	1-Jan	31-Dec	\$78

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Cote D'Ivoire	[Other]	1-Jan	31-Dec	\$30
Cote D'Ivoire	Abidjan	1-Jan	31-Dec	\$51
Cote D'Ivoire	Yamoussoukro	1-Jan	31-Dec	\$47
Croatia	[Other]	1-Jan	31-Dec	\$54
Croatia	Dubrovnik	1-Oct	30-Apr	\$95
Croatia	Dubrovnik	1-May	30-Sep	\$99
Croatia	Zagreb	1-Jan	31-Dec	\$66
Cuba	[Other]	1-Jan	31-Dec	\$56
Cuba	Guantanamo Bay	1-Jan	31-Dec	\$32
Cuba	Havana	1-Jan	31-Dec	\$81
Cyprus	[Other]	16-Nov	15-Mar	\$50
Cyprus	[Other]	16-Mar	15-Nov	\$51
Cyprus	Limassol	1-Jan	31-Dec	\$67
Cyprus	Nicosia	1-Jan	31-Dec	\$80
Czech Republic	[Other]	1-Jan	31-Dec	\$41
Czech Republic	Prague	1-Jan	31-Dec	\$67
Denmark	[Other]	1-Jan	31-Dec	\$79
Denmark	Aalborg	1-Jan	31-Dec	\$100
Denmark	Copenhagen	1-Jan	31-Dec	\$93
Djibouti	[Other]	1-Jan	31-Dec	\$102
Djibouti	Djibouti City	1-Jan	31-Dec	\$102
Dominica	Dominica	1-Jan	31-Dec	\$77
Dominican Republic	[Other]	1-Jan	31-Dec	\$61
Dominican Republic	La Romana	17-Apr	20-Dec	\$80
Dominican Republic	La Romana	21-Dec	16-Apr	\$82
Dominican Republic	Puerto Plata	1-Jan	31-Dec	\$72
Dominican Republic	Santo Domingo	1-Jan	31-Dec	\$79
Dominican Republic	Sosua	19-Apr	21-Dec	\$72
East Timor	East Timor	1-Jan	31-Dec	\$66
Easter Island	Easter Island	1-Jan	31-Dec	\$66
Ecuador	[Other]	1-Jan	31-Dec	\$47
Ecuador	Cuenca	1-Jan	31-Dec	\$42
Ecuador	Guayaquil	1-Jan	31-Dec	\$57
Ecuador	Manta	1-Jan	31-Dec	\$47
Ecuador	Quito	1-Jan	31-Dec	\$71
Egypt	[Other]	1-Jan	31-Dec	\$47
Egypt	Alexandria	1-Jan	31-Dec	\$56
Egypt	Aswan	1-Jan	31-Dec	\$54
Egypt	Bir Taba	1-Jan	31-Dec	\$42
Egypt	Cairo	1-Jan	31-Dec	\$63
Egypt	El Arish	1-Jan	31-Dec	\$50
Egypt	Hurghada	1-Jan	31-Dec	\$52
Egypt	Luxor	1-May	30-Sep	\$54
Egypt	Luxor	1-Oct	30-Apr	\$61
Egypt	Marsa Matrouh	1-Jan	31-Dec	\$49
Egypt	MFO Bases	1-Jan	31-Dec	\$4

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Egypt	Port Said	1-Jan	31-Dec	\$56
Egypt	Sharm el Sheikh	1-Jan	31-Dec	\$53
Egypt	Sidi Abdel Rahman	1-Jan	31-Dec	\$51
Egypt	St. Catherine	1-Jan	31-Dec	\$52
El Salvador	[Other]	1-Jan	31-Dec	\$32
El Salvador	San Salvador	1-Jan	31-Dec	\$61
elected.				
Equatorial Guinea	[Other]	1-Jan	31-Dec	\$50
Equatorial Guinea	Malabo	1-Jan	31-Dec	\$50
Eritrea	[Other]	1-Jan	31-Dec	\$26
Eritrea	Asmara	1-Jan	31-Dec	\$34
Estonia	[Other]	1-Jan	31-Dec	\$67
Estonia	Tallinn	1-Jan	31-Dec	\$67
Ethiopia	[Other]	1-Jan	31-Dec	\$20
Ethiopia	Addis Ababa	1-Jan	31-Dec	\$71
Falkland Islands	Falkland Islands	1-Jan	31-Dec	\$87
Faroe Islands	Faroe Islands	1-Jan	31-Dec	\$61
Fiji	[Other]	1-Jan	31-Dec	\$41
Fiji	Korolevu	1-Jan	31-Dec	\$75
Fiji	Nadi	1-Jan	31-Dec	\$74
Fiji	Suva	1-Jan	31-Dec	\$65
Finland	[Other]	1-Jan	31-Dec	\$68
Finland	Helsinki	1-Jan	31-Dec	\$106
France	[Other]	1-Jan	31-Dec	\$68
France	Aix-en-Provence	1-Jan	31-Dec	\$74
France	Bordeaux	1-Jan	31-Dec	\$75
France	Cannes	1-Nov	31-Mar	\$83
France	Cannes	1-Apr	31-Oct	\$85
France	Clermont-Ferrand	1-Jan	31-Dec	\$78
France	Istres	1-Jan	31-Dec	\$77
France	Lille	1-Jan	31-Dec	\$82
France	Lyon	1-Jan	31-Dec	\$91
France	Marignane	1-Jan	31-Dec	\$63
France	Marseille	1-Jan	31-Dec	\$93
France	Metz	1-Jan	31-Dec	\$69
France	Montpellier	1-Jan	31-Dec	\$70
France	Mulhouse	1-Jan	31-Dec	\$81
France	Nancy	1-Jan	31-Dec	\$81
France	Nice	1-Jan	31-Dec	\$94
France	Paris	1-Jan	31-Dec	\$92
France	Sevres	1-Jan	31-Dec	\$70
France	Strasbourg	1-Jan	31-Dec	\$73
France	Suresnes	1-Jan	31-Dec	\$70
France	Toulouse	1-Jan	31-Dec	\$84
French Guiana	French Guiana	1-Jan	31-Dec	\$63
French Polynesia	French Polynesia	1-Jan	31-Dec	\$114

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Gabon	[Other]	1-Jan	31-Dec	\$50
Gabon	Libreville	1-Jan	31-Dec	\$76
Gambia, The	[Other]	1-Jan	31-Dec	\$12
Gambia, The	Banjul	1-May	31-Oct	\$43
Gambia, The	Banjul	1-Nov	30-Apr	\$45
Georgia, Republic of	[Other]	1-Jan	31-Dec	\$75
Georgia, Republic of	Tbilisi	1-Jan	12-31	\$75
Germany	[Other]	1-Jan	31-Dec	\$55
Germany	Aachen	1-Jan	31-Dec	\$85
Germany	Bad Honnef	1-Jan	31-Dec	\$79
Germany	Berlin	1-Jan	31-Dec	\$103
Germany	Boeblingen	1-Jan	31-Dec	\$93
Germany	Bonames	1-Jan	31-Dec	\$74
Germany	Bonn	1-Jan	31-Dec	\$79
Germany	Chemnitz	1-Jan	31-Dec	\$72
Germany	Cologne	1-Jan	31-Dec	\$100
Germany	Delmenhorst	1-Jan	31-Dec	\$55
Germany	Dresden	1-Jan	31-Dec	\$97
Germany	Duesseldorf	1-Jan	31-Dec	\$98
Germany	Echterdingen	1-Jan	31-Dec	\$93
Germany	Erfurt	1-Jan	31-Dec	\$55
Germany	Erlangen	1-Jan	31-Dec	\$55
Germany	Eschborn	1-Jan	31-Dec	\$74
Germany	Esslingen	1-Jan	31-Dec	\$93
Germany	Frankfurt am Main	1-Jan	31-Dec	\$74
Germany	Fuerth	1-Jan	31-Dec	\$55
Germany	Garmisch-Partenkirchen	1-Jan	31-Dec	\$51
Germany	Hamburg	1-Jan	31-Dec	\$92
Germany	Hannover	1-Jan	31-Dec	\$86
Germany	Heidelberg	1-Jan	31-Dec	\$55
Germany	Herongen	1-Jan	31-Dec	\$98
Germany	Herrsching	1-Jan	31-Dec	\$55
Germany	Herzogenaurach	1-Jan	31-Dec	\$55
Germany	Hoechst	1-Jan	31-Dec	\$74
Germany	Ingolstadt	1-Jan	31-Dec	\$55
Germany	Kaiserslautern, Landkreis	1-Jan	31-Dec	\$57
Germany	Kalkar	1-Jan	31-Dec	\$98
Germany	Koenigswinter	1-Jan	31-Dec	\$79
Germany	Kornwestheim	1-Jan	31-Dec	\$93
Germany	Leipzig	1-Jan	31-Dec	\$86
Germany	Ludwigsburg	1-Jan	31-Dec	\$93
Germany	Moenchen-Gladbach	1-Jan	31-Dec	\$98
Germany	Munich	1-Jan	31-Dec	\$101
Germany	Nellingen	1-Jan	31-Dec	\$93
Germany	Niederbachem	1-Jan	31-Dec	\$79
Germany	Oberammergau	1-Jan	31-Dec	\$51

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Germany	Offenbach	1-Jan	31-Dec	\$74
Germany	Rhoendorf	1-Jan	31-Dec	\$79
Germany	Roedelheim	1-Jan	31-Dec	\$74
Germany	Rostock Warnemuende	1-Jan	31-Dec	\$86
Germany	Saarbruecken	1-Jan	31-Dec	\$57
Germany	Schwabach	1-Jan	31-Dec	\$55
Germany	Sembach	1-Jan	31-Dec	\$57
Germany	Sindelfingen	1-Jan	31-Dec	\$93
Germany	Stuttgart	1-Jan	31-Dec	\$93
Germany	Tuebingen	1-Jan	31-Dec	\$93
Germany	Twisteden	1-Jan	31-Dec	\$98
Germany	Wahn	1-Jan	31-Dec	\$79
Germany	Weimar	1-Jan	31-Dec	\$60
Germany	Wiesbaden	1-Jan	31-Dec	\$76
Germany	Zirndorf	1-Jan	31-Dec	\$55
Ghana	[Other]	1-Jan	31-Dec	\$42
Ghana	Accra	1-Jan	31-Dec	\$58
Ghana	Kumasi	1-Jan	31-Dec	\$42
Gibraltar	Gibraltar	1-Jan	31-Dec	\$65
Greece	[Other]	1-Jan	31-Dec	\$41
Greece	Araxos	1-Jan	31-Dec	\$28
Greece	Argyroupolis	1-Jan	31-Dec	\$68
Greece	Athens	1-Jan	31-Dec	\$76
Greece	Iraklion (Crete)	1-Jan	31-Dec	\$42
Greece	Mt. Hortiatis	1-Jan	31-Dec	\$68
Greece	Perivolaki	1-Jan	31-Dec	\$68
Greece	Rhodes (Island of)	1-Oct	31-Mar	\$60
Greece	Rhodes (Island of)	1-Apr	30-Sep	\$63
Greece	Tanagra	1-Jan	31-Dec	\$33
Greece	Thessaloniki	1-Jan	31-Dec	\$68
Greenland	Greenland	1-Jan	31-Dec	\$62
Grenada	Grenada	16-Apr	20-Dec	\$88
Grenada	Grenada	21-Dec	15-Apr	\$91
Guadeloupe	[Other]	1-Jan	31-Dec	\$80
Guadeloupe	Saint Martin (French Part)	1-May	14-Dec	\$66
Guadeloupe	Saint Martin (French Part)	15-Dec	30-Apr	\$73
Guatemala	[Other]	1-Jan	31-Dec	\$49
Guatemala	Guatemala City	1-Jan	31-Dec	\$64
Guinea	[Other]	1-Jan	31-Dec	\$48
Guinea	Conakry	1-Jan	31-Dec	\$55
Guinea-Bissau	[Other]	1-Jan	31-Dec	\$37
Guinea-Bissau	Bissau	1-Jan	31-Dec	\$58
Guyana	[Other]	1-Jan	31-Dec	\$48
Guyana	Georgetown	1-Jan	31-Dec	\$48
Haiti	[Other]	1-Jan	31-Dec	\$55
Haiti	Petionville	1-Jan	31-Dec	\$107

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Haiti	Port-au-Prince	1-Jan	31-Dec	\$107
Holy See, The	Holy See, The	1-Jan	31-Dec	\$134
Honduras	[Other]	1-Jan	31-Dec	\$31
Honduras	Bay Islands	1-Jan	31-Dec	\$68
Honduras	Puerto Cortes	1-Jan	31-Dec	\$41
Honduras	San Pedro Sula	1-Jan	31-Dec	\$56
Honduras	Tegucigalpa	1-Jan	31-Dec	\$50
Honduras	Tela	1-Jan	31-Dec	\$53
Honduras	Trujillo	1-Jan	31-Dec	\$40
Hong Kong	Hong Kong	1-Jan	31-Dec	\$143
Hungary	[Other]	1-Jan	31-Dec	\$41
Hungary	Budapest	1-Jan	31-Dec	\$58
Iceland	[Other]	1-Jan	31-Dec	\$76
Iceland	Keflavik-Grindavik	1-Jan	31-Dec	\$94
Iceland	Reykjavik	1-Oct	30-Apr	\$104
Iceland	Reykjavik	1-May	30-Sep	\$107
India	[Other]	1-Jan	31-Dec	\$53
India	Agra	1-Jan	31-Dec	\$64
India	Bangalore	1-Jan	31-Dec	\$64
India	Calcutta	1-Jan	31-Dec	\$75
India	Chennai	1-Jan	31-Dec	\$52
India	Mumbai	1-Jan	31-Dec	\$76
India	New Delhi	1-Jan	31-Dec	\$70
Indonesia	[Other]	1-Jan	31-Dec	\$43
Indonesia	Bali	1-Jan	31-Dec	\$82
Indonesia	Bandung	1-Jan	31-Dec	\$51
Indonesia	Batam	1-Jan	31-Dec	\$43
Indonesia	Jakarta	1-Jan	31-Dec	\$68
Indonesia	Jayapura	1-Jan	31-Dec	\$40
Indonesia	Medan	1-Jan	31-Dec	\$36
Indonesia	Surabaya	1-Jan	31-Dec	\$42
Indonesia	Timika, Irian Jaya	1-Jan	31-Dec	\$68
Iran	[Other]	1-Jan	31-Dec	\$58
Iran	Tehran	1-Jan	31-Dec	\$58
Iraq	[Other]	1-Jan	31-Dec	\$22
Iraq	Baghdad	1-Jan	31-Dec	\$20
Iraq	Northern Iraq	1-Jan	31-Dec	\$22
Ireland	[Other]	1-Jan	31-Dec	\$48
Ireland	Adare	1-Jan	31-Dec	\$61
Ireland	Dublin	1-Jan	31-Dec	\$96
Ireland	Limerick	1-Jan	31-Dec	\$55
Israel	[Other]	1-Jan	31-Dec	\$84
Israel	Eilat	1-Jan	31-Dec	\$87
Israel	En Boqeq	1-Jan	31-Dec	\$81
Israel	Haifa	1-Jan	31-Dec	\$75
Israel	Sedom	1-Jan	31-Dec	\$81

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Israel	Tel Aviv	1-Jan	31-Dec	\$100
Israel	Tiberias	1-Jan	31-Dec	\$73
Italy	[Other]	1-Jan	31-Dec	\$75
Italy	Bari	1-Jan	31-Dec	\$68
Italy	Bologna	1-Jan	31-Dec	\$93
Italy	Catania	1-Jan	31-Dec	\$72
Italy	Ferrara	1-Jan	31-Dec	\$85
Italy	Florence	1-Jan	31-Dec	\$105
Italy	Gaeta	1-Sep	30-Jun	\$57
Italy	Gaeta	1-Jul	31-Aug	\$59
Italy	Genoa	1-Jan	31-Dec	\$64
Italy	La Spezia	1-Jan	31-Dec	\$97
Italy	Milan	1-Jan	31-Dec	\$125
Italy	Modena	1-Jan	31-Dec	\$79
Italy	Naples	1-Jan	31-Dec	\$83
Italy	Palermo	1-Jan	31-Dec	\$70
Italy	Pisa	1-Jan	31-Dec	\$86
Italy	Ravenna	1-Jan	31-Dec	\$89
Italy	Reggio Emilia	1-Jan	31-Dec	\$93
Italy	Rimini	1-Jan	31-Dec	\$85
Italy	Rome	1-Jan	31-Dec	\$134
Italy	Siena	1-Jan	31-Dec	\$91
Italy	Taormina	1-Jan	31-Dec	\$72
Italy	Trieste	1-Jan	31-Dec	\$73
Italy	Turin	1-Jan	31-Dec	\$57
Italy	Venice	1-Jan	31-Dec	\$79
Italy	Verona	1-Jan	31-Dec	\$64
Italy	Vicenza	1-Jan	31-Dec	\$40
Jamaica	[Other]	1-Jan	31-Dec	\$95
Jamaica	Kingston	1-Jan	31-Dec	\$95
Japan	[Other]	1-Jan	31-Dec	\$58
Japan	Akashi	1-Jan	31-Dec	\$146
Japan	Akita	1-Jan	31-Dec	\$92
Japan	Amagasaki	1-Jan	31-Dec	\$146
Japan	Aomori	1-Jan	31-Dec	\$94
Japan	Asahikawa	1-Jan	31-Dec	\$78
Japan	Ashiya	1-Jan	31-Dec	\$143
Japan	Awashima	1-Jan	31-Dec	\$184
Japan	Beppu	1-Jan	31-Dec	\$98
Japan	Chitose	1-Jan	31-Dec	\$87
Japan	Fukui	1-Jan	31-Dec	\$88
Japan	Fukuoka	1-Jan	31-Dec	\$109
Japan	Fukuyama	1-Jan	31-Dec	\$76
Japan	Gifu	1-Jan	31-Dec	\$107
Japan	Hamamatsu	1-Jan	31-Dec	\$78
Japan	Hiroshima	1-Jan	31-Dec	\$102

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Japan	Itazuke	1-Jan	31-Dec	\$109
Japan	Izumisano	1-Jan	31-Dec	\$82
Japan	Kagoshima	1-Jan	31-Dec	\$80
Japan	Kanazawa	1-Jan	31-Dec	\$85
Japan	Kitakyushu	1-Jan	31-Dec	\$103
Japan	Kochi	1-Jan	31-Dec	\$66
Japan	Komaki	1-Jan	31-Dec	\$104
Japan	Kumamoto	1-Jan	31-Dec	\$92
Japan	Kurashiki	1-Jan	31-Dec	\$125
Japan	Kure	1-Jan	31-Dec	\$101
Japan	Kushiro	1-Jan	31-Dec	\$77
Japan	Kyoto	1-Jan	31-Dec	\$119
Japan	Matsue	1-Jan	31-Dec	\$70
Japan	Matsuyama	1-Jan	31-Dec	\$101
Japan	Miyazaki	1-Jan	31-Dec	\$114
Japan	Morioka	1-Jan	31-Dec	\$74
Japan	Nagasaki	1-Jan	31-Dec	\$116
Japan	Nagoya	1-Jan	31-Dec	\$108
Japan	Nara	1-Jan	31-Dec	\$84
Japan	Narita	1-Jan	31-Dec	\$82
Japan	Niigata	1-Jan	31-Dec	\$90
Japan	Nishinomiya	1-Jan	31-Dec	\$143
Japan	Obihiro	1-Jan	31-Dec	\$70
Japan	Oita	1-Jan	31-Dec	\$93
Japan	Okayama	1-Jan	31-Dec	\$82
Japan	Okinawa Prefecture	1-Jan	31-Dec	\$82
Japan	Osaka-Kobe	1-Jan	31-Dec	\$146
Japan	Otsu	1-Jan	31-Dec	\$139
Japan	Oyama	1-Jan	31-Dec	\$81
Japan	Sapporo	1-Mar	30-Apr	\$93
Japan	Sapporo	1-Nov	30-Nov	\$93
Japan	Sapporo	1-May	31-Oct	\$95
Japan	Sapporo	1-Dec	28-Feb	\$95
Japan	Sasebo	1-Jan	31-Dec	\$76
Japan	Sendai	1-Jan	31-Dec	\$84
Japan	Shiga	1-Jan	31-Dec	\$117
Japan	Takamatsu	1-Jan	31-Dec	\$86
Japan	Takayama	1-Jan	31-Dec	\$96
Japan	Tokushima	1-Jan	31-Dec	\$82
Japan	Tokyo City	1-Jan	31-Dec	\$132
Japan	Tokyo-To	1-Jan	31-Dec	\$94
Japan	Tottori	1-Jan	31-Dec	\$111
Japan	Toyama	1-Jan	31-Dec	\$98
Japan	Toyonaka	1-Jan	31-Dec	\$133
Japan	Tsu	1-Jan	31-Dec	\$96
Japan	Wakayama	1-Jan	31-Dec	\$105

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Japan	Yamato	1-Jan	31-Dec	\$75
Japan	Yokohama	1-Jan	31-Dec	\$114
Japan	Yokota	1-Jan	31-Dec	\$45
Japan	Yufuin	1-Jan	31-Dec	\$91
Jerusalem	Jerusalem	1-Jan	31-Dec	\$100
Jordan	[Other]	1-Jan	31-Dec	\$51
Jordan	Amman	1-Jan	31-Dec	\$72
Kazakhstan	[Other]	1-Jan	31-Dec	\$34
Kazakhstan	Almaty	1-Jan	31-Dec	\$119
Kazakhstan	Astana	1-Jan	31-Dec	\$90
Kenya	[Other]	1-Jan	31-Dec	\$33
Kenya	Mombasa	1-Apr	30-Jun	\$42
Kenya	Mombasa	1-Dec	31-Mar	\$44
Kenya	Mombasa	1-Jul	30-Nov	\$46
Kenya	Nairobi	1-Jan	31-Dec	\$69
Kenya	Nanyuki	1-Jan	31-Dec	\$21
Kiribati	[Other]	1-Jan	31-Dec	\$30
Kiribati	Christmas Island	1-Jan	31-Dec	\$30
Kiribati	Tarawa	1-Jan	31-Dec	\$30
Korea	[Other]	1-Jan	31-Dec	\$54
Korea	Changwon	1-Jan	31-Dec	\$67
Korea	Cheju	1-Jan	31-Dec	\$104
Korea	Chinhae	1-Jan	31-Dec	\$33
Korea	Chinju	1-Jan	31-Dec	\$66
Korea	Chongju	1-Jan	31-Dec	\$70
Korea	Chonju	1-Jan	31-Dec	\$50
Korea	Chung Ju	1-Jan	31-Dec	\$72
Korea	Kimhae	1-Jan	31-Dec	\$61
Korea	Kwangju	1-Jan	31-Dec	\$76
Korea	Kyongju	1-Jan	31-Dec	\$89
Korea	Masan	1-Jan	31-Dec	\$81
Korea	Pusan	1-Jan	31-Dec	\$105
Korea	Pyongtaek	1-Jan	31-Dec	\$75
Korea	Seoul	1-Jan	31-Dec	\$85
Korea	Sokcho	1-Jan	31-Dec	\$78
Korea	Taegu	1-Jan	31-Dec	\$65
Korea	Taejon	1-Jan	31-Dec	\$74
Korea	Uijongbu	1-Jan	31-Dec	\$54
Korea	Ulsan	1-Jan	31-Dec	\$82
Korea, Dem. People's Rep. of	[Other]	1-Jan	31-Dec	\$34
Korea, Dem. People's Rep. of	Pyongyang	1-Jan	31-Dec	\$34
Kuwait	[Other]	1-Jan	31-Dec	\$91
Kuwait	Kuwait City	1-Jan	31-Dec	\$91
Kyrgyzstan	[Other]	1-Jan	31-Dec	\$73
Kyrgyzstan	Bishkek	1-Jan	31-Dec	\$73
Laos	[Other]	1-Jan	31-Dec	\$47

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Laos	Vientiane	1-Jan	31-Dec	\$47
Latvia	[Other]	1-Jan	31-Dec	\$73
Latvia	Riga	1-Jan	31-Dec	\$73
Lebanon	[Other]	1-Jan	31-Dec	\$72
Lebanon	Beirut	1-Jan	31-Dec	\$72
Lesotho	[Other]	1-Jan	31-Dec	\$21
Lesotho	Maseru	1-Jan	31-Dec	\$33
Liberia	[Other]	1-Jan	31-Dec	\$104
Liberia	Camp Schiefflin	1-Jan	31-Dec	\$53
Liberia	Monrovia	1-Jan	31-Dec	\$104
Libya	[Other]	1-Jan	31-Dec	\$79
Libya	Benghazi	1-Jan	31-Dec	\$79
Libya	Misurata	1-Jan	31-Dec	\$79
Libya	Sirte	1-Jan	31-Dec	\$79
Libya	Tripoli	1-Jan	31-Dec	\$107
Liechtenstein	Liechtenstein	1-Jan	31-Dec	\$78
Lithuania	[Other]	1-Jan	31-Dec	\$58
Lithuania	Vilnius	1-Jan	31-Dec	\$58
Luxembourg	Luxembourg	1-Jan	31-Dec	\$63
Macau	Macau	1-Jan	31-Dec	\$97
Macedonia, The Former Yugoslav Republic	[Other]	1-Jan	31-Dec	\$42
Macedonia, The Former Yugoslav Republic	Skopje	1-Jan	31-Dec	\$42
Madagascar	[Other]	1-Jan	31-Dec	\$43
Madagascar	Antananarivo	1-Jan	31-Dec	\$43
Madeira Islands	Madeira Islands	1-Jan	31-Dec	\$50
Malawi	[Other]	1-Jan	31-Dec	\$34
Malawi	Blantyre	1-Jan	31-Dec	\$54
Malawi	Lilongwe	1-Jan	31-Dec	\$62
Malaysia	[Other]	1-Jan	31-Dec	\$56
Malaysia	Kuala Lumpur	1-Jan	31-Dec	\$63
Maldives	Maldives	1-May	31-Oct	\$88
Maldives	Maldives	1-Nov	30-Apr	\$92
Mali	[Other]	1-Jan	31-Dec	\$29
Mali	Bamako	1-Jan	31-Dec	\$48
Malta	Malta	1-Jan	31-Dec	\$77
Marshall Islands	[Other]	1-Jan	31-Dec	\$25
Marshall Islands	Kwajalein Atoll	1-Jan	31-Dec	\$56
Marshall Islands	Majuro	1-Jan	31-Dec	\$71
Martinique	Martinique	16-Apr	14-Dec	\$84
Martinique	Martinique	15-Dec	15-Apr	\$86
Mauritania	[Other]	1-Jan	31-Dec	\$25
Mauritania	Nouadhibou	1-Jan	31-Dec	\$25
Mauritania	Nouakchott	1-Jan	31-Dec	\$40
Mauritius	Mauritius	1-Jan	31-Dec	\$92
Mexico	[Other]	1-Jan	31-Dec	\$65
Mexico	Acapulco	1-Jan	31-Dec	\$92

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Mexico	Cabo San Lucas	1-Jan	31-Dec	\$87
Mexico	Campeche	1-Jan	31-Dec	\$54
Mexico	Cancun	1-Jan	31-Dec	\$102
Mexico	Chihuahua	1-Jan	31-Dec	\$66
Mexico	Ciudad Juarez	1-Jan	31-Dec	\$64
Mexico	Colima	1-Jan	31-Dec	\$43
Mexico	Cozumel	1-Jan	31-Dec	\$79
Mexico	Cuernavaca	1-Jan	31-Dec	\$73
Mexico	Culiacan	1-Jan	31-Dec	\$48
Mexico	Ensenada	1-Jan	31-Dec	\$69
Mexico	Guadalajara	1-Jan	31-Dec	\$88
Mexico	Hermosillo	1-Jan	31-Dec	\$59
Mexico	Huatulco	1-Jan	31-Dec	\$83
Mexico	Ixtapa Zihuatanejo	1-Jan	31-Dec	\$88
Mexico	La Paz	1-Jan	31-Dec	\$59
Mexico	Manzanillo	1-Jan	31-Dec	\$69
Mexico	Matamoros	1-Jan	31-Dec	\$44
Mexico	Mazatlan	1-Jan	31-Dec	\$56
Mexico	Merida	1-Jan	31-Dec	\$70
Mexico	Mexicali	1-Jan	31-Dec	\$62
Mexico	Mexico City, D.F.	1-Jan	31-Dec	\$96
Mexico	Monterrey	1-Jan	31-Dec	\$89
Mexico	Morelia	1-Jan	31-Dec	\$64
Mexico	Nogales	1-Jan	31-Dec	\$46
Mexico	Nuevo Laredo	1-Jan	31-Dec	\$78
Mexico	Puebla	1-Jan	31-Dec	\$75
Mexico	Puerto Vallarta	1-Jan	31-Dec	\$68
Mexico	Queretaro	1-Jan	31-Dec	\$59
Mexico	San Carlos	1-Jan	31-Dec	\$51
Mexico	San Jose del Cabo	1-Jan	31-Dec	\$75
Mexico	San Miguel de Allende	1-Jan	31-Dec	\$59
Mexico	Tapachula	1-Jan	31-Dec	\$57
Mexico	Tijuana	1-Jan	31-Dec	\$68
Mexico	Veracruz	1-Jan	31-Dec	\$71
Mexico	Zacatecas	1-Jan	31-Dec	\$57
Micronesia	[Other]	1-Jan	31-Dec	\$45
Micronesia	Chuuk	1-Jan	31-Dec	\$60
Micronesia	Kosrae	1-Jan	31-Dec	\$62
Micronesia	Pohnpei	1-Jan	31-Dec	\$45
Micronesia	Yap	1-Jan	31-Dec	\$65
Moldova	[Other]	1-Jan	31-Dec	\$55
Moldova	Chisinau	1-Jan	31-Dec	\$55
Monaco	Monaco	1-Nov	31-Mar	\$90
Monaco	Monaco	1-Apr	31-Oct	\$95
Mongolia	[Other]	1-Jan	31-Dec	\$44
Mongolia	Ulaanbaatar	1-Jan	31-Dec	\$62

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Morocco	[Other]	1-Jan	31-Dec	\$60
Morocco	Casablanca	1-Jan	31-Dec	\$94
Morocco	Fes	1-Jan	31-Dec	\$76
Morocco	Marrakech	1-Jan	31-Dec	\$69
Morocco	Rabat	1-Jan	31-Dec	\$74
Morocco	Sale	1-Jan	31-Dec	\$51
Morocco	Tangier	1-Jan	31-Dec	\$56
Mozambique	[Other]	1-Jan	31-Dec	\$66
Mozambique	Maputo	1-Jan	31-Dec	\$66
Namibia	[Other]	1-Jan	31-Dec	\$38
Namibia	Etosha	1-Jan	31-Dec	\$44
Namibia	Swakopmund	1-Jan	31-Dec	\$38
Namibia	Windhoek	1-Jan	31-Dec	\$51
Nauru	Nauru	1-Jan	31-Dec	\$37
Nepal	[Other]	1-Jan	31-Dec	\$36
Nepal	Kathmandu	1-Jan	31-Dec	\$61
Nepal	Pokhara	1-Jan	31-Dec	\$52
Netherlands	[Other]	1-Jan	31-Dec	\$60
Netherlands	Amsterdam	1-Jan	31-Dec	\$100
Netherlands	Hague, The	1-Jan	31-Dec	\$85
Netherlands	Leiden	1-Jan	31-Dec	\$76
Netherlands	Lisse	1-Jan	31-Dec	\$87
Netherlands	Maastricht	1-Jan	31-Dec	\$92
Netherlands	Noordwijk	1-Jan	31-Dec	\$60
Netherlands	Papendrecht	1-Jan	31-Dec	\$101
Netherlands	Rotterdam	1-Jan	31-Dec	\$101
Netherlands	Schiphol	1-Jan	31-Dec	\$102
Netherlands	Utrecht	1-Jan	31-Dec	\$88
Netherlands	Ypenburg	1-Jan	31-Dec	\$85
Netherlands Antilles	[Other]	15-Apr	14-Dec	\$47
Netherlands Antilles	[Other]	15-Dec	14-Apr	\$47
Netherlands Antilles	Aruba	4-Apr	18-Dec	\$110
Netherlands Antilles	Aruba	19-Dec	3-Apr	\$115
Netherlands Antilles	Bonaire	15-Apr	14-Dec	\$68
Netherlands Antilles	Bonaire	15-Dec	14-Apr	\$71
Netherlands Antilles	Curacao	15-Apr	14-Dec	\$94
Netherlands Antilles	Curacao	15-Dec	14-Apr	\$97
Netherlands Antilles	Saba	15-Apr	14-Dec	\$71
Netherlands Antilles	Saba	15-Dec	14-Apr	\$72
Netherlands Antilles	Sint Maarten (Dutch Part)	15-Apr	14-Dec	\$94
Netherlands Antilles	Sint Maarten (Dutch Part)	15-Dec	14-Apr	\$98
New Caledonia	New Caledonia	1-Jan	31-Dec	\$86
New Zealand	[Other]	1-Jan	31-Dec	\$61
New Zealand	Auckland	1-Jan	31-Dec	\$76
New Zealand	Christchurch	1-Jan	31-Dec	\$64
New Zealand	Queenstown	1-Jan	31-Dec	\$65

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
New Zealand	Rotarua	1-Jan	31-Dec	\$64
New Zealand	Wellington	1-Jan	31-Dec	\$71
Nicaragua	[Other]	1-Jan	31-Dec	\$42
Nicaragua	Managua	1-Jan	31-Dec	\$61
Nicaragua	Matagalpa	1-Jan	31-Dec	\$42
Niger	[Other]	1-Jan	31-Dec	\$23
Niger	Niamey	1-Jan	31-Dec	\$50
Nigeria	[Other]	1-Jan	31-Dec	\$29
Nigeria	Abuja	1-Jan	31-Dec	\$68
Nigeria	Ibadan	1-Jan	31-Dec	\$55
Nigeria	Kaduna	1-Jan	31-Dec	\$29
Nigeria	Kano	1-Jan	31-Dec	\$35
Nigeria	Lagos	1-Jan	31-Dec	\$80
Niue	Niue	1-Jan	31-Dec	\$38
Norway	[Other]	1-Jan	31-Dec	\$114
Norway	Oslo	1-Jan	31-Dec	\$114
Norway	Stavanger	1-Jan	31-Dec	\$69
Oman	[Other]	1-Jan	31-Dec	\$73
Oman	Muscat	1-Jan	31-Dec	\$91
Other Foreign Localities	Other Foreign Localities	1-Jan	31-Dec	\$15
Pakistan	[Other]	1-Jan	31-Dec	\$38
Pakistan	Faisalabad	1-Jan	31-Dec	\$44
Pakistan	Islamabad (incl. Rawalpindi)	1-Jan	31-Dec	\$60
Pakistan	Karachi	1-Jan	31-Dec	\$38
Pakistan	Lahore	1-Jan	31-Dec	\$50
Pakistan	Peshawar	1-Jan	31-Dec	\$36
Pakistan	Quetta	1-Jan	31-Dec	\$44
Palau, Republic of	[Other]	1-Jan	31-Dec	\$74
Palau, Republic of	Koror	1-Jan	31-Dec	\$74
Panama	[Other]	1-Jan	31-Dec	\$36
Panama	Colon	1-Jan	31-Dec	\$56
Panama	Contadora	1-May	14-Dec	\$55
Panama	Contadora	15-Dec	30-Apr	\$55
Panama	Panama City	1-Jan	31-Dec	\$56
Panama	Santiago, Veraguas	1-Jan	31-Dec	\$26
Panama	Volcan	1-Jan	31-Dec	\$63
Papua New Guinea	[Other]	1-Jan	31-Dec	\$46
Papua New Guinea	Port Moresby	1-Jan	31-Dec	\$46
Paraguay	[Other]	1-Jan	31-Dec	\$48
Paraguay	Asuncion	1-Jan	31-Dec	\$44
Paraguay	Ciudad del Este	1-Jan	31-Dec	\$61
Paraguay	Encarnacion	1-Jan	31-Dec	\$34
Peru	[Other]	1-Jan	31-Dec	\$39
Peru	Cuzco	1-Jan	31-Dec	\$67
Peru	Lima	1-Jan	31-Dec	\$75
Peru	Paracas	1-Jan	31-Dec	\$54

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Peru	Piura	1-Jan	31-Dec	\$34
Philippines	[Other]	1-Jan	31-Dec	\$45
Philippines	Cebu	1-Jan	31-Dec	\$73
Philippines	Davao City	1-Jan	31-Dec	\$71
Philippines	Manila	1-Jan	31-Dec	\$67
Poland	[Other]	1-Jan	31-Dec	\$57
Poland	Krakow	1-Jan	31-Dec	\$65
Poland	Poznan	1-Jan	31-Dec	\$53
Poland	Szczecin	1-Jan	31-Dec	\$56
Poland	Warsaw	1-Jan	31-Dec	\$81
Poland	Wroclaw	1-Jan	31-Dec	\$61
Portugal	[Other]	1-Jan	31-Dec	\$38
Portugal	Cascais	1-Nov	31-Mar	\$46
Portugal	Cascais	1-Apr	31-Oct	\$48
Portugal	Estoril	1-Nov	31-Mar	\$46
Portugal	Estoril	1-Apr	31-Oct	\$48
Portugal	Lisbon	1-Jan	31-Dec	\$49
Portugal	Oeiras	1-Nov	31-Mar	\$46
Portugal	Oeiras	1-Apr	31-Oct	\$48
Portugal	Oporto	1-Jan	31-Dec	\$46
Qatar	[Other]	1-Jan	31-Dec	\$80
Qatar	Doha	1-Jan	31-Dec	\$80
Reunion	Reunion	1-Jan	31-Dec	\$33
Romania	[Other]	1-Jan	31-Dec	\$42
Romania	Bucharest	1-Jan	31-Dec	\$59
Russia	[Other]	1-Jan	31-Dec	\$88
Russia	Moscow	1-Jan	31-Dec	\$103
Russia	Saint Petersburg	1-Jan	31-Dec	\$102
Russia	Vladivostok	1-Jan	31-Dec	\$95
Rwanda	[Other]	1-Jan	31-Dec	\$23
Rwanda	Kigali	1-Jan	31-Dec	\$57
Saint Helena	Saint Helena	1-Jan	31-Dec	\$17
Saint Kitts and Nevis	Saint Kitts and Nevis	1-May	30-Nov	\$92
Saint Kitts and Nevis	Saint Kitts and Nevis	1-Dec	30-Apr	\$96
Saint Lucia	Saint Lucia	1-May	30-Nov	\$68
Saint Lucia	Saint Lucia	1-Dec	30-Apr	\$73
Saint Vincent and the Grenadines	Saint Vincent and the Grenadines	1-May	30-Nov	\$89
Saint Vincent and the Grenadines	Saint Vincent and the Grenadines	1-Dec	30-Apr	\$90
Samoa	Samoa	1-Jan	31-Dec	\$55
San Marino	San Marino	1-Jan	31-Dec	\$67
Sao Tome and Principe	Sao Tome and Principe	1-Jan	31-Dec	\$92
Saudi Arabia	[Other]	1-Jan	31-Dec	\$79
Saudi Arabia	Jeddah	1-Jan	31-Dec	\$75
Saudi Arabia	Riyadh	1-Jan	31-Dec	\$75
Senegal	[Other]	1-Jan	31-Dec	\$33
Senegal	Dakar	1-Jan	31-Dec	\$74

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Seychelles	Seychelles	1-Jan	31-Dec	\$91
Sierra Leone	[Other]	1-Jan	31-Dec	\$65
Sierra Leone	Freetown	1-Jan	31-Dec	\$65
Singapore	Singapore	1-Jan	31-Dec	\$83
Slovakia	[Other]	1-Jan	31-Dec	\$41
Slovakia	Bratislava	1-Jan	31-Dec	\$42
Slovenia	[Other]	1-Jan	31-Dec	\$89
Slovenia	Ljubljana	1-Jan	31-Dec	\$89
Solomon Islands	Solomon Islands	1-Jan	31-Dec	\$67
Somalia	[Other]	1-Jan	31-Dec	\$20
Somalia	Mogadishu	1-Jan	31-Dec	\$38
South Africa	[Other]	1-Jan	31-Dec	\$26
South Africa	Cape Town	1-Jan	31-Dec	\$47
South Africa	Durban	1-Jan	31-Dec	\$34
South Africa	Johannesburg	1-Jan	31-Dec	\$41
South Africa	Pretoria	1-Jan	31-Dec	\$53
South Africa	Sun City	1-Jan	31-Dec	\$70
Spain	[Other]	1-Jan	31-Dec	\$58
Spain	Barcelona	1-Jan	31-Dec	\$93
Spain	Bilbao	1-Jan	31-Dec	\$68
Spain	Fuengirola	1-Jan	31-Dec	\$42
Spain	Girona	1-Jan	31-Dec	\$66
Spain	Getafe	1-Jan	31-Dec	\$67
Spain	La Coruna	1-Jan	31-Dec	\$34
Spain	Lerida	1-Jan	31-Dec	\$80
Spain	Logrono	1-Jan	31-Dec	\$64
Spain	Madrid	1-Jan	31-Dec	\$67
Spain	Malaga	1-Jan	31-Dec	\$42
Spain	Marbella	1-Jan	31-Dec	\$42
Spain	Oviedo	1-Jan	31-Dec	\$67
Spain	Pamplona	1-Oct	30-Jun	\$66
Spain	Pamplona	1-Jul	30-Sep	\$72
Spain	San Sebastian	1-Jan	31-Dec	\$67
Spain	Santander	1-Jan	31-Dec	\$67
Spain	Santiago de Compostela	1-Jan	31-Dec	\$46
Spain	Seville Province	1-Jan	31-Dec	\$56
Spain	Tarragona	1-Jan	31-Dec	\$77
Spain	Torrejon AB	1-Jan	31-Dec	\$67
Spain	Torremolinos	1-Jan	31-Dec	\$42
Spain	Valencia	1-Jan	31-Dec	\$53
Spain	Vitoria	1-Jan	31-Dec	\$65
Spain	Zaragoza	1-Jan	31-Dec	\$74
Sri Lanka	[Other]	1-Jan	31-Dec	\$41
Sri Lanka	Ahungalla	1-Jan	31-Dec	\$58
Sri Lanka	Bentota	1-Jan	31-Dec	\$42
Sri Lanka	Colombo	1-Jan	31-Dec	\$52

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Sri Lanka	Galle	1-Jan	31-Dec	\$43
Sudan	[Other]	1-Jan	31-Dec	\$23
Sudan	Khartoum	1-Jan	31-Dec	\$69
Suriname	[Other]	1-Jan	31-Dec	\$67
Suriname	Paramaribo	1-Jan	31-Dec	\$67
Swaziland	[Other]	1-Jan	31-Dec	\$35
Swaziland	Mbabane	1-Jan	31-Dec	\$38
Sweden	[Other]	1-Jan	31-Dec	\$111
Sweden	Stockholm	1-Jan	31-Dec	\$111
Switzerland	[Other]	1-Jan	31-Dec	\$88
Switzerland	Basel	1-Jan	31-Dec	\$120
Switzerland	Bern	1-Jan	31-Dec	\$114
Switzerland	Davos	1-Jan	31-Dec	\$125
Switzerland	Geneva	1-Jan	31-Dec	\$140
Switzerland	Klosters	1-Jan	31-Dec	\$124
Switzerland	Lugano	1-Jan	31-Dec	\$120
Switzerland	Montreux	1-Jan	31-Dec	\$122
Switzerland	Zurich	1-Jan	31-Dec	\$108
Syria	[Other]	1-Jan	31-Dec	\$74
Syria	Damascus	1-Jan	31-Dec	\$74
Taiwan	[Other]	1-Jan	31-Dec	\$67
Taiwan	Kaohsiung	1-Jan	31-Dec	\$70
Taiwan	Taichung	1-Jan	31-Dec	\$71
Taiwan	Taipei	1-Jan	31-Dec	\$105
Tajikistan	[Other]	1-Jan	31-Dec	\$39
Tajikistan	Dushanbe	1-Jan	31-Dec	\$39
Tanzania	[Other]	1-Jan	31-Dec	\$52
Tanzania	Dar es Salaam	1-Jan	31-Dec	\$59
Thailand	[Other]	1-Jan	31-Dec	\$42
Thailand	Bangkok	1-Jan	31-Dec	\$57
Thailand	Cha-am	1-Jan	31-Dec	\$31
Thailand	Chiang Mai	1-Jan	31-Dec	\$62
Thailand	Hua Hin	1-Jan	31-Dec	\$70
Thailand	Jomtien	1-Jan	31-Dec	\$40
Thailand	Khon Kaen	1-Jan	31-Dec	\$39
Thailand	Nakhon Ratchasima	1-Jan	31-Dec	\$43
Thailand	Nong Khai	1-Jan	31-Dec	\$42
Thailand	Pattaya City	1-Jan	31-Dec	\$52
Thailand	Phet Buri	1-Jan	31-Dec	\$31
Thailand	Phuket	1-Jan	31-Dec	\$72
Thailand	Prachuap Khiri Khan	1-Jan	31-Dec	\$33
Thailand	Pran Buri	1-Jan	31-Dec	\$33
Thailand	Samui Island	1-Jan	31-Dec	\$35
Togo	[Other]	1-Jan	31-Dec	\$24
Togo	Lama Kara	1-Jan	31-Dec	\$30
Togo	Lome	1-Jan	31-Dec	\$49

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Tokelau Islands	Tokelau Islands	1-Jan	31-Dec	\$18
Tonga	[Other]	1-Jan	31-Dec	\$38
Tonga	Nukualofa	1-Jan	31-Dec	\$38
Trinidad and Tobago	[Other]	1-Jan	31-Dec	\$64
Trinidad and Tobago	Port of Spain	1-Jan	31-Dec	\$64
Trinidad and Tobago	Tobago	16-Apr	20-Dec	\$169
Trinidad and Tobago	Tobago	21-Dec	15-Apr	\$172
Tunisia	[Other]	1-Jan	31-Dec	\$52
Tunisia	Carthage	1-Jan	31-Dec	\$75
Tunisia	Gammarth	1-Jan	31-Dec	\$75
Tunisia	Lamarsa	1-Jan	31-Dec	\$75
Tunisia	Tunis	1-Jan	31-Dec	\$75
Turkey	[Other]	1-Jan	31-Dec	\$79
Turkey	Adana-Incirlık	1-Jan	31-Dec	\$31
Turkey	Ankara	1-Jan	31-Dec	\$87
Turkey	Antalya	1-Jan	31-Dec	\$88
Turkey	Aydin	1-Jan	31-Dec	\$77
Turkey	Bursa	1-Jan	31-Dec	\$87
Turkey	Camaklı	1-Jan	31-Dec	\$79
Turkey	Elmadag	1-Jan	31-Dec	\$87
Turkey	Istanbul	1-Jan	31-Dec	\$68
Turkey	Izmir-Cigli	1-Jan	31-Dec	\$62
Turkey	Manzaralı	1-Jan	31-Dec	\$87
Turkey	Mersin	1-Jan	31-Dec	\$85
Turkey	Nevşehir	1-Jan	31-Dec	\$88
Turkey	Yamanlar	1-Jan	31-Dec	\$62
Turkmenistan	[Other]	1-Jan	31-Dec	\$82
Turkmenistan	Ashgabat	1-Jan	31-Dec	\$82
Turks and Caicos Islands	Turks and Caicos Islands	1-Jan	31-Dec	\$90
Tuvalu	Tuvalu	1-Jan	31-Dec	\$38
Uganda	[Other]	1-Jan	31-Dec	\$26
Uganda	Entebbe	1-Jan	31-Dec	\$57
Uganda	Kampala	1-Jan	31-Dec	\$60
Ukraine	[Other]	1-Jan	31-Dec	\$50
Ukraine	Kiev	1-Jan	31-Dec	\$87
United Arab Emirates	[Other]	1-Jan	31-Dec	\$83
United Arab Emirates	Abu Dhabi	1-Jan	31-Dec	\$83
United Arab Emirates	Dubai	1-Jan	31-Dec	\$104
United Kingdom	[Other]	1-Jan	31-Dec	\$93
United Kingdom	Aberdeen	1-Jan	31-Dec	\$82
United Kingdom	Belfast	1-Jan	31-Dec	\$101
United Kingdom	Birmingham	1-Jan	31-Dec	\$88
United Kingdom	Bristol	1-Jan	31-Dec	\$82
United Kingdom	Canterbury	1-Jan	31-Dec	\$82
United Kingdom	Cardiff, Wales	1-Jan	31-Dec	\$76
United Kingdom	Caversham	1-Jan	31-Dec	\$91

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
United Kingdom	Crawley	1-Jan	31-Dec	\$106
United Kingdom	Edinburgh	1-Jan	31-Dec	\$115
United Kingdom	Gatwick	1-Jan	31-Dec	\$101
United Kingdom	Glasgow	1-Jan	31-Dec	\$73
United Kingdom	Harrogate	1-Jan	31-Dec	\$69
United Kingdom	High Wycombe	1-Jan	31-Dec	\$75
United Kingdom	Horley	1-Jan	31-Dec	\$106
United Kingdom	Liverpool	1-Jan	31-Dec	\$93
United Kingdom	London	1-Jan	31-Dec	\$106
United Kingdom	Manchester	1-Jan	31-Dec	\$86
United Kingdom	Menwith Hill	1-Jan	31-Dec	\$62
United Kingdom	Oxford	1-Jan	31-Dec	\$81
United Kingdom	Plymouth	1-Jan	31-Dec	\$79
United Kingdom	Portsmouth	1-Jan	31-Dec	\$105
United Kingdom	Reading	1-Jan	31-Dec	\$91
United Kingdom	Rochester	1-Jan	31-Dec	\$78
United Kingdom	Winchester	1-Jan	31-Dec	\$113
Uruguay	[Other]	1-Jan	31-Dec	\$54
Uruguay	Montevideo	1-Jan	31-Dec	\$88
Uruguay	Punta del Este	16-Mar	14-Dec	\$102
Uruguay	Punta del Este	15-Dec	15-Mar	\$116
Uzbekistan	[Other]	1-Jan	31-Dec	\$138
Uzbekistan	Tashkent	1-Jan	31-Dec	\$138
Vanuatu	[Other]	1-Jan	31-Dec	\$13
Vanuatu	Port Vila	1-Jan	31-Dec	\$68
Vanuatu	Santos	1-Jan	31-Dec	\$47
Vanuatu	Tanna Island	1-Jan	31-Dec	\$47
Venezuela	[Other]	1-Jan	31-Dec	\$84
Venezuela	Caracas	1-Jan	31-Dec	\$84
Venezuela	Maracaibo	1-Jan	31-Dec	\$84
Vietnam	[Other]	1-Jan	31-Dec	\$53
Vietnam	Dalat	1-Jan	31-Dec	\$65
Vietnam	Danang	1-Jan	31-Dec	\$77
Vietnam	Hanoi	1-Jan	31-Dec	\$59
Vietnam	Ho Chi Minh City	1-Jan	31-Dec	\$74
Wallis and Futuna	Wallis and Futuna	1-Jan	31-Dec	\$64
Yemen	[Other]	1-Jan	31-Dec	\$23
Yemen	Aden	1-Jan	30-Jun	\$58
Yemen	Sanaa	1-Jan	31-Dec	\$62
Yugoslavia, Federal Republic Of	[Other]	1-Jan	31-Dec	\$54
Yugoslavia, Federal Republic Of	Belgrade	1-Jan	31-Dec	\$56
Yugoslavia, Federal Republic Of	Podgorica	1-Jan	31-Dec	\$54
Yugoslavia, Federal Republic Of	Pristina	1-Jan	31-Dec	\$62
Zambia	[Other]	1-Jan	31-Dec	\$25
Zambia	Kabwe	1-Jan	31-Dec	\$57
Zambia	Kitwe	1-Jan	31-Dec	\$39

Appendix C: 2003 Maximum Foreign Per Diem Rates				
Effective July 1, 2003		M&I= Meals and Incidentals		
Country	Location	From	To	M&IE
Zambia	Livingstone	1-Jan	31-Dec	\$54
Zambia	Lusaka	1-Jan	31-Dec	\$61
Zambia	Ndola	1-Jan	31-Dec	\$41
Zambia	Siavonga	1-Jan	31-Dec	\$38
Zimbabwe	[Other]	1-Jan	31-Dec	\$34
Zimbabwe	Harare	1-Jan	31-Dec	\$28
Zimbabwe	Victoria Falls	1-Jan	31-Dec	\$77

STATE OF COLORADO FISCAL RULES

CHAPTER 6: CASH

<u>FISCAL RULE</u>	<u>NUMBER</u>
Cash Receipts and Deposits	6-1
Change Funds and Petty Cash Funds	6-2
Imprest Cash Accounts and Bank Accounts	6-3
Entertainment Expense Bank Accounts	6-4
State Treasury Loans and Advances	6-5
Refunds and Reimbursements	6-6
Checks Returned for Insufficient Funds	6-7
Federal Cash Management	6-8

STATE OF COLORADO FISCAL RULES

Rule 6-1

CASH RECEIPTS AND DEPOSITS

AUTHORITY:

24-36-103, C.R.S. (Transmit Monies to State Treasurer)

DEFINITIONS:

Bank Account - An account approved by the State Controller and State Treasurer that is established by a state agency or institution of higher education in any financial institution for the purpose of conducting state business.

RULE:

A state agency or institution of higher education that receives money for any reason shall make timely deposits to the State Treasury, unless otherwise provided by statute or fiscal rule. All money received and not deposited during the month shall be deposited on the last working day of the month. Deposits or transfers to the State Treasury from any bank account shall be made as required by the State Treasurer.

STATE OF COLORADO FISCAL RULES

Rule 6-2

CHANGE FUNDS AND PETTY CASH FUNDS

AUTHORITY:

24-36-103(2), C.R.S. (Transmit Monies to State Treasury)

24-36-104(2.5) C.R.S. (Monies to be Deposited)

24-30-202 (20.1) C.R.S. (State Controller Authority)

DEFINITIONS:

Change Fund - A fund established at a state agency or institution of higher education that receives cash to allow for making change.

Petty Cash Fund - A fund established at a state agency or institution of higher education to allow cash payment for small, incidental expenses.

RULE:

Change funds and petty cash funds may be established based upon a written request from the chief financial officer of a state agency or institution of higher education and approval of the State Controller, or the Controller's designee. The request for approval shall state the purpose of the fund and contain justification for the amount requested.

Change funds shall only be used for making change when cash receipts are accepted from the public, such as for fees and fines. No expenditures of any kind shall be authorized from a change fund.

Petty cash funds shall only be used for payment of incidental expenses of a nominal amount such as postage, parking or expenses not otherwise appropriately billed by invoice and paid by voucher or warrant. Petty cash expenditures shall be consistent with all applicable statutes, rules, regulations, and executive orders.

All petty cash funds and all change funds shall be recorded on the State Financial System.

EXCEPTIONS TO RULE:

This fiscal rule does not apply to the University of Colorado Board of Regents.

STATE OF COLORADO FISCAL RULES

Rule 6-3

IMPREST CASH ACCOUNTS AND BANK ACCOUNTS

AUTHORITY:

24-36-103(2), C.R.S. (Transmit Monies to State Treasury)

24-36-104(2.5), C.R.S. (Monies to Be Deposited)

24-75-202, C.R.S. (Imprest Cash Accounts)

DEFINITION:

Bank Account - An account that is established by a state agency or institution of higher education in any financial institution for the purpose of conducting state business.

Imprest Cash Account - A bank account that is established by a state agency or institution of higher education for the purpose of paying operating expenses.

RULE:

Bank account balances shall be limited to the minimum amount necessary to be consistent with legal requirements and operating efficiency. Written approval is required from the State Controller and State Treasurer prior to a state agency or institution of higher education establishing a bank account.

Deposits to imprest cash accounts shall only be in the form of reimbursements for expenditures, interest earnings, and other miscellaneous adjustments credited by the banking institution.

Reimbursements to imprest cash accounts shall be limited to actual expenditures. Request for reimbursements shall be made so that all disbursements are properly reported on the state financial system.

All imprest cash accounts and bank accounts shall be recorded on the state financial system.

EXCEPTIONS TO RULE:

This fiscal rule does not apply to the University of Colorado Board of Regents.

STATE OF COLORADO FISCAL RULES

Rule 6-4

ENTERTAINMENT EXPENSE BANK ACCOUNTS

AUTHORITY:

24-75-202, C.R.S. (Imprest Cash Accounts)

DEFINITIONS:

Entertainment Expense Bank Account - An entertainment expense bank account is an account authorized by a governing board that is established at a financial institution in the name of the State of Colorado to provide for the entertainment of officials and dignitaries by a governing board, a state university, or a state college.

RULE:

The governing boards may authorize an entertainment expense bank account to be established by the governing board for their respective colleges and universities. Prior to authorizing an entertainment expense bank account, the governing board shall review and approve a written request for the account, which includes the account balance and assures that adequate internal accounting and administrative controls exist to ensure the proper use of the account.

No deposits, other than reimbursements for expenditures, shall be made to an entertainment expense bank account. Each expenditure from the account shall be for the benefit of the state, and not for personal benefit.

EXCEPTIONS TO RULE:

This policy does not apply to any state agency or institution of higher education other than institutions of higher education and their governing boards.

STATE OF COLORADO FISCAL RULES

Rule 6-5

STATE TREASURY LOANS AND ADVANCES

AUTHORITY:

24-75-203, C.R.S. (Loans and Advances)
24-75-204, C.R.S. (Loans and Advances - Report)

DEFINITIONS:

Loans - Funds borrowed from the State Treasury by a state agency or institution of higher education to provide working capital for business operations or programs that generate their own revenue and have the capacity to repay the funds borrowed. Loans shall bear interest at a rate established by agreement or by statute. Interest shall be calculated by the State Treasurer and shall be paid as provided in the agreement.

Advances - Funds borrowed from the State Treasury by a state agency or institution of higher education to provide working capital for operations of programs, or for federal programs for which federal advances and letters of credit are not available. Advances shall be made without interest. Advances are limited to a total of twelve million dollars to a state agency or institution of higher education at any time.

RULE:

A state agency or institution of higher education shall make a written request to the State Controller for a loan or advance from the State Treasury. The request shall include the amount requested, justification for the request, and the method and time period for repayment. State agencies and institutions of higher education shall keep their working capital requirements to a minimum by following good business practices.

Loans and advances shall be made for a period no greater than twelve months. Loans and advances may be renewed for additional periods upon the state agency or institution of higher education demonstrating continuing purpose and need.

Loans and advances shall be limited to the extent that funds are available in the State Treasury that are not immediately required to be disbursed. Advances shall not exceed twelve million dollars at any given time to any state agency or institution of higher education.

Loans shall be approved by the Office of the Governor, the State Controller, and the State Treasurer. Advances shall be approved by the State Controller and the State Treasurer.

STATE OF COLORADO FISCAL RULES

Rule 6-6

REFUNDS AND REIMBURSEMENTS

AUTHORITY:

24-30-202 (19) C.R.S. (State Controller Authority)

DEFINITIONS:

Non-augmenting Revenue Account - An account used to record a refund or reimbursement from a prior fiscal year. Such revenue accounts do not serve as funding sources for appropriated expenditures.

Refund - An amount or credit received because of an overpayment or the return of an item purchased.

Reimbursement - Repayment received for amounts remitted on behalf of another party.

RULE:

State agencies and institutions of higher education will normally use either an account receivable or a revenue account to record refunds and reimbursements. However, incidental and non-recurring refunds or reimbursements for activities that involve a routine state agency or institution of higher education function may be credited against the original account coding if the recovery occurs in the same fiscal year as the original expenditure. If such recoveries are made in a subsequent fiscal year, such as an audit recovery, they should be credited to a non-augmenting revenue account.

EXCEPTIONS TO RULE:

- .01 Capital construction funds - Refunds or reimbursements received for expenditures of capital construction fund appropriation during the life of the project shall be treated as if they were received in the same fiscal year as the original expenditure. If the recovery is made after the term of the appropriation has expired, the recovery shall be credited to a non-augmenting revenue account.
- .02 Federal funds - Refunds or reimbursements received for expenditures of federal funds, prior to the expiration of the award, shall be treated as if they were received in the same fiscal year as the original expenditure. If the recovery is made after the award has expired, the recovery shall be refunded to the federal government.
- .03 Contracts and grants - Refunds or reimbursements received for expenditures made from contracts and grants shall be handled as set forth in the terms of the contract or the conditions of the grant.

STATE OF COLORADO FISCAL RULES

Rule 6-7

CHECKS RETURNED FOR INSUFFICIENT FUNDS

AUTHORITY:

24-30-202(25), C.R.S. (Returned Check Penalty)

DEFINITIONS:

Insufficient Funds - Not having a sufficient balance in an account with a bank or other drawee to cover a check when it is presented for the payment.

RULE:

A state agency or institution of higher education that receives a check that is returned for insufficient funds shall assess a reasonable fee against the person who issued the check. The fee assessed shall be at least equal to the additional bank charges incurred by the state agency or institution of higher education and may include up to an additional 25% of the additional bank charges to cover the state agency or institution of higher education's administrative costs. This penalty is in addition to any other penalty provided by statute except the penalty provided by 24-35-114, C.R.S.

STATE OF COLORADO FISCAL RULES

Rule 6-8

FEDERAL CASH MANAGEMENT

AUTHORITY:

31 CFR, Part 205 (Federal Cash Management Act)
24-22-107 (6), C.R.S. (Duties of the State Treasurer)

RULE:

State agencies and institutions of higher education shall make draws of federal funds as closely as possible with the use of those funds.

By statute, the State Treasurer shall ensure compliance with applicable federal and state laws, including any liability for interest payable to the federal government for major federal programs.

STATE OF COLORADO FISCAL RULES

CHAPTER 7: BUDGET

<u>FISCAL RULE</u>	<u>NUMBER</u>
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Overexpenditures and Required Reporting	7-4

STATE OF COLORADO FISCAL RULES

Rule 7-1

CASH AND CUSTODIAL FUNDS

AUTHORITY:

24-37-303, C.R.S. (Governor's Budget Authority)
24-37-304, C.R.S. (Office of State Planning and Budgeting)

DEFINITIONS:

Cash Funds - Funds received by state agencies and institutions of higher education from fees charged to the public, non-governmental entities, intra-agency service funds, internal service funds, and other state agencies and institutions of higher education for goods or services provided.

Custodial Funds - Funds set aside for a specific purpose generally by agreement with a donor, trustee or by court order that are generally not available for other state purposes. Federal funds originating from the federal government are considered custodial funds for the purpose of this fiscal rule.

RULE:

Spending authority for cash or custodial funds shall be approved by both the Office of State Planning and Budgeting and the State Controller. Spending authority remaining for custodial funds at year end due to an incomplete grant or contract may be reestablished in the new fiscal year, as approved by the State Controller.

Spending authority for cash and custodial funds may arise from various sources including: the federal government, the State Constitution, the State Legislature, and court decisions. Expenditures of cash and custodial funds are contingent on the availability of a positive fund balance, current revenue, or an approved working capital loan or advance from the State Treasurer.

Any excess revenue from cash funds shall be reverted to the general fund unless otherwise provided by statute. Custodial fund revenues shall be closed to the appropriate account as provided by agreement with the grantor, trustee or by court order.

EXCEPTIONS TO RULE:

This fiscal rule does not apply to non-appropriated funds in the Department of Higher Education.

STATE OF COLORADO FISCAL RULES

Rule 7-3

EXPIRATION AND ROLLFORWARD OF APPROPRIATIONS

AUTHORITY:

24-75-102, C.R.S. (Appropriation Expiration and Rollforward)

RULE:

Unexpended appropriations expire at the end of each fiscal year and do not carry over to a subsequent fiscal year, unless otherwise authorized by statute. Encumbrances that remain at the end of a fiscal year do not constitute an expenditure against that year's appropriation. Outstanding encumbrances that are carried over to the subsequent fiscal year and the resulting expenditure are charged against the subsequent fiscal year appropriation.

EXCEPTIONS TO RULE:

The State Controller may approve the carry over of unexpended appropriations to a subsequent fiscal year under one or more of the following:

- .01 The appropriated funds have been legally committed by purchase order or contract and there are extenuating circumstances that warrant carry over of the remaining appropriation.
- .02 The appropriation is from the capital construction fund.
- .03 The appropriated funds have been legally committed by purchase order or contract with the Division of Correctional Industries, d.b.a. Juniper Valley Products, and delivery is reasonably anticipated within 60 days of fiscal year end.

STATE OF COLORADO FISCAL RULES

Rule 7-4

OVEREXPENDITURES AND REQUIRED REPORTING

AUTHORITY:

24-37-303, C.R.S. (Governor's Budget Authority)
24-75-109, C.R.S. (Overexpenditures)

DEFINITIONS:

Overexpenditure of Appropriated Funds - An overexpenditure of appropriated funds exists when the total expenditures, based on the accrual basis of accounting, exceed the amount statutorily appropriated, as reflected on the state financial system. An overexpenditure also exists when accrued revenue is less than the expenditures in any fiscal year and where the fund balance at fiscal year end is insufficient to cover the revenue shortfall.

Overexpenditure of Non-appropriated Funds - An overexpenditure of cash, custodial, or other funds exists when the accrued revenues in the cash funds or custodial funds are less than the actual expenditures in any fiscal year for a particular program or project, and where the residual balance for the cash, custodial, or other fund is insufficient at fiscal year end to cover the revenue shortfall.

RULE:

For appropriated funds, expenditures shall only be made for the purpose intended and statutorily appropriated by the state Legislature and shall be limited to the amount authorized and appropriated.

For non-appropriated funds, expenditures shall be limited to:

- .01 The spending authority provided by the Office of State Planning and Budgeting and the State Controller.
- .02 The amount of accrued revenue and/or fund balance.
- .03 The actual amount approved by the governing board for the institutions within the Department of Higher Education.

STATE OF COLORADO FISCAL RULES

Required Report of Overexpenditures

When the chief executive officer becomes aware of an overexpenditure condition within the state agency or institution of higher education, a report shall be submitted within 20 working days to the Governor through the Office of State Planning and Budgeting and the State Controller.

Statutory Penalty

If any official, officer, or employee of the state knowingly causes an expenditure of funds to be made in excess of the amount authorized by the State Legislature, upon conviction, statutory fines and/or imprisonment may be imposed.

Exceptions to Rule:

The State Controller may, with the approval of the Governor, allow an overexpenditure. Prior to recommending to the Governor that the overexpenditure be approved, the State Controller shall verify that the statutory requirements allowing the overexpenditure have been met.

Overexpenditures shall only be approved between May 1 of any fiscal year and the close of that fiscal year.

For any approved overexpenditure the State Controller shall restrict an amount equal to the overexpenditure in the next fiscal year's appropriation for the state agency or institution of higher education involved. The amount shall be restricted from a corresponding item or items of appropriation.

STATE OF COLORADO FISCAL RULES

CHAPTER 8: REPORTING

<u>FISCAL RULE</u>	<u>NUMBER</u>
Financial Statements	8-1
Quarterly Financial Reporting	8-2
Cost Allocation Plans	8-3

STATE OF COLORADO FISCAL RULES

Rule 8-1

FINANCIAL STATEMENTS

AUTHORITY:

24-75-102, C.R.S. (Appropriations Expended - When - Balance)

DEFINITIONS:

Financial Statements - Financial information as defined by Generally Accepted Accounting Principles, as adopted by the Governmental Accounting Standards Board.

Financial Reports - Financial information compiled periodically to assist in management decision-making or for reasons other than financial statement purposes.

RULE:

Financial statements prepared by state agencies and institutions of higher education shall be submitted to the State Controller's Office as required by the State Controller. Unless otherwise provided by this fiscal rule, financial statements shall be prepared in accordance with generally accepted accounting principles.

The State Controller shall provide state agency or institution of higher education's financial statements to the State Auditor, which shall be used as the state agency or institution of higher education's official statements for audit purposes. State agencies and institutions of higher education, upon request, shall also provide copies of their official financial statements to other interested parties.

Financial Statements for the State of Colorado

The annual financial statements for the State of Colorado shall be prepared by the State Controller's Office in accordance with generally accepted accounting principles. These annual financial statements shall reflect all of the financial activities of State Government.

Financial Statements for State agency or institution of higher education Reporting

The state financial system generates a balance sheet and an income statement for each state agency or institution of higher education utilizing the system. These system generated financial statements are considered

STATE OF COLORADO FISCAL RULES

acceptable financial statements for the purpose of complying with this fiscal rule.

Financial statements prepared by a state agency or institution of higher education for formal third party reporting shall be prepared in accordance with generally accepted accounting principles.

Financial statements prepared by institutions of higher education may be presented at institution or governing board level.

Exhibit information required in the fiscal year-end closing instructions issued by the State Controller and any post-closing adjustments are an integral part of the financial statements and are considered part of the state agency or institution of higher education reporting requirement.

Required Reconciliation to the State Financial System

Financial statements prepared by state agencies and institutions of higher education shall be reconciled to the state financial system. A copy of this reconciliation shall be provided to the State Controller.

Should the STATE FINANCIAL SYSTEM generate the required state agency or institution of higher education financial statements, these system generated financial statements shall satisfy the requirement for this reconciliation.

Financial Reports Provided to State agencies and Institutions of Higher Education or Other Interested Parties

As required by statute or regulation, or upon written request, financial reports shall be provided to state agencies and institutions of higher education or other interested parties. These reports shall be based on financial data obtained from or reconciled to the state financial system. If the report provided contains additional financial information or if the report has been modified, a copy of the reconciliation of the report to the state financial system shall be retained by the state agency or institution of higher education.

Additional Financial Reports for State agencies and Institutions of Higher Education

In addition to the financial statements required by this fiscal rule, state agencies and institutions of higher education are encouraged to provide additional financial reports. These reports should be tailored to meet their needs and enhance their ability to make timely and accurate decisions.

The reports prepared should be relevant, easy to understand, comparable, timely, consistent, current, accurate, and reliable. Reports may include but are not limited to such items as: comparison of budget to actual for programs or organizational units; efficiencies and economies in operations; and the results of specific programs and activities, as reflected in accomplishments, benefits, and effectiveness; and compliance with legal requirements and administrative policies.

STATE OF COLORADO FISCAL RULES

Rule 8-2

QUARTERLY FINANCIAL REPORTING

AUTHORITY:

24-30-201, C.R.S.

24-30-202 (13)(a), C.R.S.

RULE:

All state agencies and institutions of higher education shall submit quarterly financial reports as required by the State Controller. Quarterly financial reports shall be available for use by the Governor, state legislators, executive management, and their respective staffs for planning purposes and decision-making.

- .01 The state financial system shall be the system used to record the state's financial information and the system from which standard reports shall be prepared and forwarded to the State Controller in compliance with the reporting requirement of this rule.
- .02 The State Controller shall determine what is reasonable and necessary to be included in the report, the funds which are to be included, the state agencies and institutions of higher education required to submit the reports, and the date each report is due.

Each quarterly reporting period shall be regarded as an integral part of the fiscal year. Revenues shall be allocated to quarterly reporting periods in accordance with generally accepted accounting principles. Expenditures such as salaries, operating expenditures and accruals of expenditures shall be allocated to interim periods in which they are incurred or, where appropriate, allocated among quarterly periods on the basis of benefit received or time expended. Arbitrary assignment to a quarterly period shall not be allowed.

STATE OF COLORADO FISCAL RULES

Rule 8-3

COST ALLOCATION PLANS

AUTHORITY:

CFR: Title 48, Chapter 99, Subchapter B, Part 9904: "OMB" Cost Accounting Standards Board, Cost Accounting Standards"

Federal OMB Circular A-21: "Cost Principles for Educational Institutions"

Federal OMB Circular A-87: "Cost Principles for State and Local Governments"

DEFINITIONS:

Basis of Allocation – The best suited statistic that may be used for assigning pool of costs to cost objectives in accordance with benefits derived; a traceable cause and effect relationship; or logic and reason, where neither a benefit nor cause and effect relationship is determinable.

Cash Funds - Funds received by state agencies from fees charged to the public, non-governmental entities, internal service funds, and other state agencies for goods or services provided.

Cost Objective - A project, grant, program, or other activity to which costs are being allocated.

Cost Pool - An aggregation of costs for subsequent allocation to another cost pool or a cost objective.

Costs - All expenses incurred by a project or program, either directly or indirectly. Costs include such items as labor, material, supplies, rent or building charges, operating expenses, and administrative expenses that might properly be assigned to the project or program.

Direct Cost - A cost incurred by a state agency that exclusively benefits a specific cost objective and that may be readily identified with the same specific cost objective.

Equitable Relationship – A relationship that is based on cause and effect or logic and reason.

Federal Funds - Funds received by state either directly or indirectly from the federal government.

Full Cost - The total of all direct and indirect cost associated with a specific cost objective.

STATE OF COLORADO FISCAL RULES

Indirect Cost - A cost incurred by a state agency that does not exclusively benefit a specific cost objective and that cannot be readily identified with the same specific cost objective, and, therefore shall be allocated to cost objectives on some basis of assumed service/benefit or other equitable distribution basis.

Indirect Cost Allocation - A systematic and rational allocation of indirect cost to benefiting programs and activities that result in the calculation of an indirect cost recovery rate or the identification of the amount of indirect cost assigned to the benefiting program for cost recovery purposes and/or to establish appropriations and fees. Four types of documentation representing indirect cost allocations to cost objectives are recognized in this fiscal rule:

- a. **Statewide Federal Indirect Cost Allocation Plan** – The plan prepared by the State Controller’s Office, using federally approved costing principles, to allocate the allowable central administrative costs of state government to state agencies for inclusion in its state agency Federal Indirect Cost Rate Proposal/Plan.
- b. **Statewide Budget/Cash Indirect Cost Allocation Plan** – The plan prepared by the State Controller’s Office using full costing principles, to allocate the central administrative costs of state government to state for inclusion in its state agency Budget/Cash Program Indirect Cost Determination Worksheet.
- c. **State agency Federal Indirect Cost Rate Proposal/Plan:**
 - ♦ **Proposal** – A document prepared by a state to establish a rate used to recover indirect costs from federally funded programs or activities.
 - ♦ **Plan** – A document prepared by a state agency to document indirect cost allocation algorithms used for federal indirect cost recovery purposes.
- d. **Documentation of an indirect cost allocation** prepared separately or as a part of a fee formulation process, the allocations from which are used to establish a component of fees for state cash programs and services.

Indirect Cost Allocation Methodology - A system of principles, practices, and procedures that identify: 1) the types of services provided; 2) the cost of each service; 3) the reasonable basis of allocation for each type of service which shall produce a service/benefit based or other equitable distribution of costs; 4) the cost objective(s); and 5) the appropriate mathematical computation to make an equitable allocation of costs.

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RULE

State agencies shall prepare a documented indirect cost allocation or indirect cost rate proposal/plan that assigns indirect costs to their programs, activities, and services relative to their benefits received from the activities whose costs are being allocated or on another equitable relationship. The allocated costs shall be used as the basis of recovering indirect costs from the federal government, determining fees for program services and activities, and assessing the cost effectiveness of a program or activity.

State agencies shall use a cost allocation methodology that assures that the allocations made through the methodology represents a service/benefit or other equitable relationship between the cost of the services provided and the value of the benefits received by users of the services.

State agencies shall periodically review their cost allocation methodology to ensure that the methodology represents the best allocation attainable. Allocations should be reconciled to actual expenditures to ensure all costs have been captured and allocated.

Indirect Cost Allocations Made for Federal Indirect Cost Recovery Purposes

A state agency that receives federal funds shall prepare a state agency federal indirect cost rate proposal/plan in accordance with OMB A-21 or OMB A-87 and sign an indirect cost rate or allocation methodology agreement with the federal government. The state agency's federal indirect cost rate proposal/plan shall include all costs allocated to the state agency in the statewide federal indirect cost allocation plan and other approved cost allocation plans.

A state agency that receives federal funds primarily from federal programs that do not allow indirect costs to be recovered is exempted from preparing a state agency federal indirect cost rate proposal/plan to obtain an agreement with the federal government. However, documentation supporting this fact shall be sent to the State Controller's Office by the state agency for review.

Grants, contracts, and other agreements that do not allow for the recovery of the full cost incurred under the agreement should be closely evaluated to determine if their acceptance is cost effective and in the best interest of the State of Colorado.

A state agency federal indirect cost rate proposal shall be submitted to the State Controller within two weeks of the submission to the federal government unless the State Controller has specifically requested in writing that the state agency submit it to the State Controller before it has been submitted to the federal government. Amendments to a state agency federal indirect cost plan shall be submitted to the State Controller with the federal government's letter of acceptance after the amendments have been accepted by the federal government.

STATE OF COLORADO FISCAL RULES

Indirect Cost Allocations Made For Use in Establishing Fees and Appropriations:

A state agency that receives cash funds based on fees charged to users shall compute an indirect cost allocation that identifies and allocates all indirect costs to all appropriate cost objectives. Allocations to cash programs shall be used as a component in the calculation of fees that recover the full cost of cash funded programs and services. The allocations made to cash funded programs and services shall be documented. Documentation of the allocated components may take any form that is convenient for the state agency, but shall adequately document the allocations of indirect costs used in establishing the fees for cash funded programs and services and be available for review. The allocations shall include all costs allocated to the state agency in the Statewide Budget/Cash Cost Allocation Plan.

If a statewide central service agency provides services to federally funded programs and is charging a fee for the services provided, the statewide central service agency's fees charged to the federal programs shall be based upon only allowable cost for federal programs as defined in federal regulations. The statewide central service agency that charges a fee for services to federally funded programs shall include the allocation from the Statewide Federal Indirect Cost Allocation Plan, as opposed to the allocation from the Statewide Budget/Cash Cost Allocation Plan, as a component of the costs used to formulate its fees for services provided.

Accounting for Indirect Cost Recoveries

Indirect cost recoveries shall be recorded when earned in separately identifiable accounts as determined by the State Controller. All Indirect cost recoveries shall be credited to the state general fund, unless otherwise appropriated or directed by law.

Revenues from indirect cost recoveries shall not be deferred at the end of the fiscal year.

EXCEPTIONS TO RULE:

- .01 If a state agency can document that use of their state agency federal indirect cost rate or allocation, in lieu of a separate indirect cost determination for establishing fees would not result in a significant reduction in the potential costs recovered, the state agency may use the state agency Federal Indirect Cost Rate Proposal/Plan as their basis for recovering indirect costs from cash funded programs.
- .02 Direct costs are generally defined as costs that may be identified specifically with a particular final cost objective. All other costs are defined as indirect costs. However, for institutions of higher education, under OMB Circular A-21, a cost that cannot specifically be identified with a particular final cost objective (a sponsored project, an instructional activity, or other institutional activity), but may be directly assigned to such activities relatively easily with a high degree of accuracy may be allocated to federal contracts and grants as a direct cost.

STATE OF COLORADO FISCAL RULES

- .03 If a state agency has negotiated a multiple year indirect cost recovery rate with its federal cognizant agency, based upon their state agency Federal Indirect Cost Rate Proposal, the state agency is not required to prepare or submit another state agency Federal Indirect Cost Rate Proposal to the State Controller's Office as long as the negotiated multiple year rate is in effect.

STATE OF COLORADO FISCAL RULES

CHAPTER 9: PAYROLL

<u>FISCAL RULE</u>	<u>NUMBER</u>
Use of the State Payroll System	9-1
Direct Deposit Payroll for State Employees Paid on the State Payroll System	9-2
Final Pay for a Terminating State Employee	9-3
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STATE OF COLORADO FISCAL RULES

Rule 9-1

USE OF THE STATE PAYROLL SYSTEM

AUTHORITY:

24-30-201(1)(e), C.R.S.

24-30-202(1); (8.5); (13), C.R.S.

DEFINITIONS:

State Payroll System - The official payroll system for the State of Colorado as designated by the State Controller.

RULE:

All state agencies and institutions of higher education shall use the state payroll system to record and maintain employee payroll information and data; and to pay employees, unless the State Controller has granted an exception.

STATE OF COLORADO FISCAL RULES

Rule 9-2

DIRECT DEPOSIT PAYROLL FOR STATE EMPLOYEES PAID ON THE STATE PAYROLL SYSTEM

AUTHORITY:

24-30-201(1)(e), C.R.S.
24-30-202(1); (8.5); (13), C.R.S.
24-50-104(8)(a), C.R.S. (Payment of Salaries)

DEFINITIONS:

Direct Deposit Payroll Program - A payroll program where an employee's net pay is deposited directly to the employee's legally established checking or savings account via an electronic fund transfer system.

State Payroll System - The official payroll system for the State of Colorado as designated by the State Controller.

RULE:

State employees paid either monthly or bi-weekly on the state payroll system shall be on the direct deposit payroll program unless an exception is approved by the State Controller, or delegate.

STATE OF COLORADO FISCAL RULES

Rule 9-3

FINAL PAY FOR A TERMINATING STATE EMPLOYEE

AUTHORITY:

24-30-201(1)(e), C.R.S.
24-30-202(1); (8.5); (13), C.R.S.
24-50-104(8)(a), C.R.S. (Payment of Salaries)

DEFINITIONS:

State Payroll System - The official payroll system for the State of Colorado as designated by the State Controller.

RULE:

Final pay shall be available to terminating state employees as follows:

- .01 When an employee terminates employment with the state, with or without giving notice, final payment shall be made no later than their next regular pay day.
- .02 When a state agency or institution of higher education terminates an employee, final payment shall be made within three working days of the date of termination.

STATE OF COLORADO FISCAL RULES

Rule 9-4

OVERPAYMENTS TO STATE EMPLOYEES

AUTHORITY:

24-30-201 C.R.S.

RULE:

Through error, a state employee may be paid more than is due. When the error is detected, provisions shall be made for the repayment of the overpayment.

If the overpayment is nominal, it shall all be deducted from the employee's next paycheck. However, in some cases the overpayment may be significant and require a repayment schedule extending over a period of time. The chief executive officer, or a delegate, of the state agency or institution of higher education shall establish a repayment schedule based on the particular facts involved in each case. The State Controller shall approve any repayment schedule extending for more than six months.

An employee's maximum liability for repayment, should an error go undetected for over a two year period, shall be limited to the total amount of the overpayment for the first two years in which the employee was overpaid.

STATE OF COLORADO FISCAL RULES

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STATE FISCAL RULE INDEX

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